

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 28 April 2026

Governors Present: Alex Smith (Co-Chair), Helen Darrell (Headteacher), Barry Fuchs, Simon Jarvis, Liam Kelly, Imogen Nay, Rene Oosthuysen, Ros Thorburn.

Also in Attendance: Jacquie Watts (Clerk), Keri Lennon (Acting Deputy Headteacher), Poppy Simister-Thomas (prospective governor) - for part of meeting.

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

The meeting opened with a prayer led by Rev'd Imogen Nay, linked to the school's chosen biblical passage of "Life in all its fullness".

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: apologies for absence were received from Emma de Vaux (Co-Chair) for reasons of ill health and Jony Roland, who was abroad for work. Liam Kelly apologised in advance for his late arrival. The meeting was quorate.

AGREED: to accept tendered apologies for absence.

ii Declarations of Interest

NOTED: Imogen Nay was a CSoC trustee and related to a member of staff at the school. No other declarations were made in relation to the meeting.

iii Governor Vacancies and Appointments

NOTED: there were currently four vacancies on the governing body (one more than listed on the agenda): 2 x Foundation Governor (Diocese), 1 x Staff Governor and 1 x Co-opted Governor. Mrs Wilmein Visser, recently appointed by the Diocese as a Foundation Governor, had resigned, as she was relocating south of London. Jonty Roland would reach the end of his term of office as of 31/8/26, but was seeking re-appointment via the Diocese. Barry Fuchs would reach the end of his term of office as of 5/7/26 and would be stepping down. This was therefore his last meeting as a governor, and there would be a parent governor vacancy as of 6/7/26. **A governor asked when the FGB should be concerned about the level of vacancies?** The Clerk advised that the greater the number of vacancies, the more likely an FGB meeting would be inquorate and the more difficult it would be to cover governor responsibilities meaningfully. The situation was exacerbated by the current absence of the Co-Chair. She therefore felt the FGB should be concerned about the increasing number of vacancies and seek to fill them as soon as possible.

NOTED: the Head and Chair recommended the appointment of Ms Poppy Simister-Thomas to the Co-opted Governor vacancy. Her area of expertise was business strategy, and it was felt she met many of the skills needs identified by the governor skills audit.

AGREED: to appoint Poppy Simister-Thomas as a Co-opted Governor for a period of four years from 29/4/26 to 28/4/30, subject to satisfactory clearance of all safeguarding checks.

NOTED: governors asked if the forthcoming parent governor vacancy had been advertised and whether it could be advertised before the vacancy existed? The clerk advised it could be advertised now, provided the earliest possible appointment date of 6/7/26 was made clear. For vacancies occurring towards the end of an academic year, some schools liked to seek nominations and hold elections as soon as possible so an appointment was in place for the start of the new academic year. Other schools preferred to delay until the start of the autumn term so new parents could be involved. The Head undertook to think about the best time to seek parent governor nominations and hold an election.

Action: H Darrell

NOTED: despite further attempts to seek staff nominations, no member of staff had been nominated to be staff governor. Although the SLT had hoped for a member of the main staff body to come forward, Natasha Thake (Deputy Head) was willing to fill the vacancy. She was, however, currently on maternity leave.

AGREED: the appointment of Natasha Thake as staff governor would be included on the agenda for the July governing body meeting. By this time it would be known when Natasha was returning from maternity leave, and still gave other staff the opportunity to apply for the role if they wished.

Action: Clerk/ H Darrell

NOTED: Emma de Vaux (Co-Chair) was still recovering from health issues and had previously asked whether she should take a leave of absence or stand down as a governor. The Clerk summarised the options open to Emma and the FGB. **The Chair had been advised by a relative that her health was improving. Governors asked when she would be able to take up her governor role again?** The Head had sought further information about this, but had not received a response. **Governors were sympathetic, and did not want to see Emma stand down, but felt that an open-ended leave of absence would not be sensible.**

AGREED: that Emma de Vaux's apologies for absence should continue to be accepted until September 2026, but which time it was hoped she could resume her governor duties. Annual elections for the position of Chair or Co-Chair would be held at the first FGB meeting of the autumn term, which would also enable a review of the position. Governors wished Emma de Vaux all the best for her ongoing recovery. The Clerk would notify her of the FGB's decision.

Action: Clerk

NOTED: in the absence of a Chair or Co Chair, it was expected that the Vice Chair would step-up to assist with workload. **It was therefore proposed that the FGB appoint a second Vice Chair, or Co-Vice Chair, to work alongside the current Vice Chair, Jonty Roland, and assist Alex Smith as Chair during the absence of Emma de Vaux.** The Clerk reminded everyone of the nomination process and called for nominations for the role of Co-Vice Chair for the rest of 25/26. Rene Oosthuysen was nominated and seconded. There were no other nominations.

AGREED: to appoint Rene Oosthuysen as Co-Vice Chair, alongside Jonty Roland, for the remainder of 25/26 and until annual elections for Chair and Vice Chair were held at the first FGB meeting in the 2026 Autumn Term.

iv Minutes of Previous Meeting: 17 March 2026

NOTED: the minutes as uploaded to GovernorHub with the agenda and the following **matters arising** from the minutes:

Date of Meeting	Min. Ref.	Action	Lead	Completed
8/7/25	3iii	Alex Smith to share thoughts on Head's new 25/26 targets with non-staff governors via email	A Smith	Completed - via email
2/12/25	2vi	Imogen Nay and Head to draft a Q&A document on the significance of being a Church School for use in a variety of ways including: prompt sheet for governors and staff, text for website and a leaflet for parents.	I Nay/ H Darrell	Completed - shared with Foundation governors. To be posted on school website.
	3i	governors, especially those with a specific SIP/ link monitoring role, to review SIP and email brief comments on progress to the Head for inclusion in SIP.	All Governors	Many governors still yet to action - to be completed in time for July FGB. Outstanding returns to be listed for July meeting.
3/2/26	1iii	Once all safeguarding checks were cleared by Wilmein Visser, the school would issue a school email address and advise the Clerk. The Clerk would then invite her to join GovHub	H Darrell/ Clerk	Governor since resigned
	3ii	Simon Jarvis to use ISDR to produce a document summarising school trends over the last three years	S Jarvis	Completed - on agenda
	4i	The Head would share the LA birth rate chart for the area with Liam Kelly.	H Darrell	Completed
17/3/26	1iii	appointment of a Co-opted Governor to be placed on agenda for next meeting. The Head to forward the full name, title and contact details of the person concerned to the Clerk.	H Darrell/ Clerk	Completed - on agenda

	1iii	Head and Sarah Abrey to highlight forthcoming staff governor vacancy further.	H Darrell/ S Abrey	Completed
	1iii	to defer consideration of E de Vaux's membership query until next meeting.	Clerk	Completed - on agenda
	1iv	minutes of meeting held on 3 February 2026 to be electronically signed by Chair and stored on GovHub as official record	Clerk	Completed - 18/3/26
	1v	each governor to undertake at least one piece of training by May 26.	All Governors	on agenda
	1vii	Sarah Abrey to brief Barry Fuchs on actions necessary to release reports for the Clerk	S Abrey/ B Fuchs	Completed - reports successfully accessed by clerk
	1vii	governors asked if there was any evidence that mixed year classes made slower/ less progress than single year groups? The Head did not have data to hand, but would investigate and share her findings on GovernorHub.	H Darrell	Completed
	1vii	summary of recent LA adviser visits written but uploaded with governor monitoring reports. If the Clerk could access it, she would extract it from monitoring reports for upload for next FGB. She reminded the Chair to send future LA Adviser summary reports to her for inclusion with FGB papers.	Clerk/ A Smith	Completed and ongoing
	1vii	the last FGB meeting of the 25/26 academic year to include a stand-alone item on English and writing. The school to provide a report detailing actions and outcomes with data	H Darrell/ Clerk	For July Meeting
	2ii	to defer approval of the Equality Policy until data had been updated and the objectives reviewed.	H Darrell	Completed - on agenda

	3i	after end of the Summer Term the Head to produce 25/26 data from My Concern to identify any pupil behavioural trends.	H Darrell	For autumn term 26/27
	3ii	for next meeting, under heading of RE Curriculum, the Head to bring forward a summary action plan, indications of progress and the Diocesan pre-SIAMS report. If appropriate a further update to be provided in July	H Darrell/ Clerk	Completed - on agenda
	5	Agreed the following additional agenda items for the next meeting: • Co-opted Governor Appointment • Governor Leave of Absence • RE Curriculum • Approval of Budget 2026/27 • Sustainability Panel	Clerk	Completed - on agenda
	6	Jonty Roland to arrange a Get Well card for E de Vaux.	J Roland	Completed

Poppy Simister-Thomas joined the meeting towards the end of matters arising.

AGREED: the minutes of the previous meeting held on 17 March 2026 as a true and correct record. The minutes would be electronically signed by the Chair and stored on GovernorHub as the official record.
Action: Clerk

NOTED: the Chair welcomed Poppy Simister-Thomas. Introductions were made.

v Governor Training Activity

NOTED: the current GovernorHub training record uploaded with the agenda. With the resignation of Sarah Abrey, there was no longer a Training Link Governor.

AGREED: the training governor link role would be considered with other link roles in the autumn term 26/27. In the meantime, the Clerk would continue to provide training information.
Action: Clerk

NOTED: at the previous meeting all governors had agreed to undertake one piece of relevant training between then and before May 2026. Whilst there were still a few days to go, only Rene Oosthuysen had so far undertaken the agreed training. Governors

were encouraged to follow through as previously agreed by the end of May. Most, but not all, governors had undertaken Safeguarding and Prevent training.

Liam Kelly joined the meeting here.

NOTED: a governor challenged the decision to undertake at least one piece of training by an agreed date as potentially "tick box". The clerk highlighted that the annual governor conference, a 3 minute bitesize piece of training, Safeguarding, Prevent and link-related training were all available, so needn't be tick box. Th LA training package for 26/27 would soon be published and, in the meantime, there was plenty of NGA training available.

AGREED: each governor who hadn't already done so, to undertake at least one piece of relevant training before the end of May 2026. **Action: All governors**

vi Ratification of Indicative Views Identified via GovernorHub

NOTED: there had been no indicative discussions since the last meeting.

vii Governor Monitoring Reports

NOTED: the monitoring reports listed on the agenda and uploaded to GovernorHub. **Jonty Roland had uploaded a summary of key points from the reports to the GovernorHub noticeboard.**

NOTED: the Chair commented that the reporting system now appeared to be working well and made it easy to review monitoring reports online. Two governors were asked to summarise their reports on SATS and EYFS.

NOTED: the high number of volunteers required to enable SATs to take place. Governors were encouraged to volunteer to help the school and experience the reality of the tests, in addition to the data they produced.

NOTED: the challenges of mixed class teaching, combined with the needs of SEND pupils were highlighted. The governor went on to detail, in addition, her SEND monitoring report, including LA delays in processing and finalising EHCPs. She asked whether the SENCO should present a report to an FGB meeting? Governors thought it would be helpful and discussed the best time for the presentation. July was considered a good time, but the July meeting was already scheduled to receive a report on English and writing. **The possibility of the SENCO presenting to the summer term governor workshop, rather than the July FGB meeting, was raised.** The Head undertook to decide when it would be easiest for the SENCO to present her report. **Action: H Darrell**

NOTED: the written summaries of recent adviser visit reports. Both the Head and Deputy commented on the value of the recent writing review. the accuracy of recent writing teacher-assessment had been confirmed. All staff shared responsibility for getting the best individual results possible for pupils.

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Church School: Christian Distinctiveness

NOTED: the next meeting of the Foundation Governors Group would take place on 9 June 2026. Given the agenda item on the RE curriculum, there was nothing further to discuss under this item.

ii Policy Update

NOTED: and discussed the four documents listed on the agenda and uploaded to Governor Hub:

- **Intimate Care**
- **Behaviour**
- **Lettings**
- **Equality Objectives (updated post 17/3/26)**

NOTED: the equality objectives data would be uploaded to the school website once the document was finalised. **A governor asked who the Equality Link governor currently was? A governor commented that Jonty Roland's list of link governors was very helpful, but he could see no mention of an equality link.**

AGREED: the Clerk would check her records for a current equality link governor.

Action: Clerk

AGREED: the following school policies:

- **Intimate Care**
- **Behaviour**
- **Lettings**
- **Equality Objectives**

iii Sustainability Panel

NOTED: the Chair reminded governors that the Diocese was promoting a green approach amongst its schools. In particular, it was recommending the use of Lets Go Zero 2030, which included potential actions and useful links. The Chair had shared a proposed action plan with the Head. It included simple actions, such as turning off lights in a classroom when not in use, which could create savings in terms of the school's utility costs. He hoped the school could register its action plan with the Diocese.

AGREED: the Head would review the proposed action plan and feedback her comments to the Chair.

Action: H Darrell

3. HOLDING THE HEADTEACHER TO ACCOUNT FOR THE PERFORMANCE OF THE SCHOOL

i Headteacher's Update

NOTED: given the Easter holidays, it had only been three school weeks since the last FGB meeting. The Head therefore provided an oral update on end of Spring Term and start of Summer Term activities. There had been multiple visits from LA and Diocesan

advisers. The school was getting better at utilising these visits to address identified school needs and further its improvement agenda. Pupil progress meetings had taken place and the resultant pupil data would be shared with the data group. The school had shared its OFSTED experiences with a school in Peterborough.

NOTED: 13 Reception places had been offered for September 2026. Second round applications were now taking place.

NOTED: the NSPCC had run safeguarding sessions for years 2,5 and 6. A site security visit had taken place to assist with safeguarding and school condition issues for which the school was seeking a government grant. The results of the visit would be shared with CSoC to assist the drawing up of a funding bid.

NOTED: the SEND team had received training, and all staff had received RE training. A new teacher had been appointed to provide maternity cover for year 4. **Governors concurred that the school had been very busy over the previous three weeks.**

ii RE Curriculum

NOTED: the RE development plan uploaded with the agenda. Specific SIAMS and adviser reports had not been shared as they identified individual members of staff. The Head summarised actions taken to date, evidence of progress and future planned actions, including work with Imogen Nay as St. Paul's vicar. She acknowledged the school still had some distance to travel in terms of its RE curriculum. **A governor asked what was meant by assessments not being consistent across the whole school and what the school was doing to address this?** The pupil assessment process for RE was different from other subjects. The Head explained the use of hexagon assessments. She felt that collectively staff needed to improve their subject knowledge and their understanding of the hexagon process. Current assessment practices were not uniform in the use of the hexagons, but she hoped this would change following training and the school would be monitoring this. The curriculum required a factual, rather than a philosophical, approach to world religions.

NOTED: governors asked if the school had heard about its future SIAMS inspection. The school had not, but the Head understood she would receive a phone call on a Wednesday providing a week's notice of an inspection the following Wednesday. **Governors asked questions about the inspection process and how the school was addressing the lack of a curriculum scheme in terms of Understanding Christianity?** Some staff had struggled, but the school had been granted access to Diocesan training videos. Imogen Nay had offered to help with staff development. RE should be taught as a subject, not as a faith. Teachers needed to understand key concepts. The school would be holding an RE day in the new academic year to ensure all staff were knowledgeable.

iii Pupil Data

NOTED: the report provided by Simon Jarvis and uploaded with the agenda. It was based on school data OFSTED had access to. **In data terms, the most significant issue was writing, which was a teacher assessed outcome. Poor results in one area impacted**

negatively on the school's combined scores, even if other areas were showing positive results. The data evidenced improvement in maths multiplication and phonics. Disadvantaged pupils achieved less favourably than other pupils and when compared to national averages. Simon Jarvis recommended the FGB pay more attention to closing the gap between disadvantaged pupils and others. Data was also available by PP, SEND, Free School Meals and EAL. The underlying issue was stability of the pupil cohort and the high "churn" of pupils at St. Paul's.

NOTED: Simon Jarvis asked how pupil stability might be achieved and whether a reduction in the PAN might be a solution by reducing the number of available places for in-year applicants? Governors discussed the need to close the gap between disadvantaged and advantaged pupils; potential reasons behind pupil churn, including the nature of Cambridge as a university city, with the university and Addenbrooke's attracting a disproportionate number of temporary, overseas residents; the impact, or not, of reducing the PAN and the nature of the PAN itself. The Head confirmed the PAN was 30 pupils at Reception level. The maximum number of pupils on roll was therefore 180. **Governors asked if there had been any trends in pupil "churn"?** The Head commented it had been a feature of the school for her duration as Head, with different pupils coming and going throughout the academic year. **A governor suggested this was true of many city centre schools, but felt it was made worse where vacancies enabled in-year enrolment. Other governors disagreed a reduction in pupil places would resolve this.**

iv Staffing Matters

NOTED: staffing issues had been discussed under the Headteacher's update.

v Safeguarding

NOTED: safeguarding issues had been discussed under the Headteacher's update.

vi Health and Safety

NOTED: health and safety had been discussed under the Headteacher's update.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update and Budget 2026/27

NOTED: the two reports uploaded with the agenda. The budget proposals had been discussed with the LA. They involved maintaining 6 classes for the remainder of 25/26 but reducing class numbers to 5 for 2026/27. **Liam Kelly commented that the 26/27 financial year funding based on 144 pupils was adequate for the proposed five class structure, but maintaining the sixth class in the 2026 summer term placed a strain on resources. The budget did not include any CSoC funding, as a response to the school's bid had not yet been received. The planned in-year deficit of -£105,617.55 could decrease by up to £50k if CSoC funding was forthcoming. Based on historical experiences, a further in-year reduction in the deficit of between £25k - £30k might be expected. Whilst the worst case scenario was -£105.5K, best case scenario was -£25.5K.**

Both scenarios were supported by the school's financial surplus. Liam Kelly therefore recommended the proposed budget as a reasonable deficit position for 26/27, but suggested if the school faced a similar situation in future years the optimum size of the school would need to be reviewed. The Head advised that the LA was content with the proposed budget given previous discussions about utilising some of the school's financial reserves.

NOTED: a governor asked if recent discussions with the LA had identified any new issues? The Head felt there had been no significant new issues. **Liam Kelly felt the LA would adopt a more rigorous, line by line, budget review as and when school reserves dropped to £20k, but the current level of reserves and recent budget performance gave the school financial management credibility. The meeting noted the recent CSoC funding letter and discussed the timing of CSoC funding decisions and their lack of compatibility with school budget decisions.** The school had previously asked if CSoC could realign its processes with the school financial year, but CSoC's financial year of January - December seemed to prevent this. **A governor felt the budget was very conservative and asked when a decision would be made to spend the reserves on current pupils?** The Head recommended caution given that CSoC had already told its schools that income available to it had reduced and it would not be able to allocate funds as generously as previously. **Governors discussed in detail the use of reserves, agreed strategies for the use of the same and agreed school strategic priorities.**

NOTED: Imogen Nay indicated that she supported the proposed budget.

Imogen Nay left the meeting at this point.

NOTED: governors asked questions about the number of school TAs and classroom hours allocated against SLT.

AGREED: the Head would ask the School Business Manager to separate out SLT teaching hours and would check the accuracy of the pupil to staff ratio. **Action: H Darrell**

NOTED: the proposed school budget for 26/27 was put to the vote.

AGREED: by a majority present, the proposed school budget for 2026/27 leading to an in-year operational deficit of -£105,617.55.

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the following additional agenda items:

- English and Writing (as previously agreed)
- SEND (if not discussed at the forthcoming governor workshop)
- CSoC representatives to be invited to the July FGB meeting by the Clerk, or the June Foundation Governors meeting if unable to make the July date, to discuss the 26/27 funding allocation and decisions behind it.

Action: Clerk

6. AOB

NOTED: there was no additional business.

7. KEY POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the Chair and Head would share the following points with staff and parents via the school newsletter:

- governors had agreed a school budget for 26/27 in good time for the LA's mid-May deadline.
- work on the RE curriculum was progressing.
- the school had benefitted from a large number of external visits.

Action: H Darrell/ A Smith

NOTED: the decision to move to five classes in 26/27 would be the subject of a separate letter.

Action: H Darrell/ A Smith

8. DATE AND TIME OF NEXT MEETING

AGREED: the next meeting would take place on Tuesday 7 July 2026 at 6.30pm via TEAMS.

NOTED: the next governor workshop would be held on Tuesday 19 May 2026.

AGREED: the Clerk would produce a draft 26/27 meeting schedule based on 25/26 dates and share it with the Head and Chair. At the moment, it was not possible to check dates against the availability of the new clerk as they had not been identified.

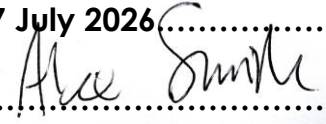
Action: Clerk

The meeting concluded at approximately 21:10 hours

Drafted by: Jacquie Watts
Clerk to the Governors
30 April/ 1 May 2026

Approved by The Governing Body on:

Date: 7 July 2026.....

Signature (Chair):.....

FGB Action Summary Grid

Date of Meeting	Min. Ref.	Action	Lead	Completed
2/12/25	3i	governors, especially those with a specific SIP/ link monitoring role, to review SIP and email brief comments on progress to the Head for inclusion in SIP.	All Governors	Many governors still to action - to be completed for July FGB. Outstanding

				returns to be listed for July meeting.
17/3/26	1vii	Last FGB meeting of 25/26 year to include a stand-alone item on English and writing. School to provide report detailing actions & outcomes with data	H Darrell/ Clerk	For July Meeting
	3i	after the end of the Summer Term Head to produce 25/26 data from My Concern to identify any pupil behavioural trends.	H Darrell	For autumn term 26/27
28/4/26	1iii	Head to think about best time to seek parent governor nominations and hold an election	H Darrell	
	1iii	appointment of Natasha Thake as staff governor to be included on agenda for the July FGB meeting.	Clerk/ H Darrell	
	1iii	Clerk to notify E de Vaux of decision re. appointment	Clerk	Completed 5/5/26
	1iv	Minutes of 17/3/26 to be electronically signed by Chair and stored on GovHub as official record	Clerk	Completed - 29/4/26
	1v	training governor link role to be considered with other link roles in the autumn term 26/27. In meantime, Clerk to continue providing training information.	Clerk	Ongoing and For autumn term 26/27
	1v	each governor who hadn't already done so, to undertake at least one piece of relevant training before end May 2026.	All governors	
	1vii	Head undertook to decide when it would be easiest for the SENCO to present her report to the FGB	H Darrell	
	2ii	Clerk to check her records to see if there was a current equality link governor.	Clerk	Completed – 2/5/26
	2iii	the Head to review the proposed sustainability	H Darrell	

		action plan and feedback comments to the Chair.		
	4i	the Head to ask the School Business Manager to separate out SLT teaching hours and to check the accuracy of the pupil: staff ratio.	H Darrell	
	5	Agreed the following additional agenda items: - English and Writing (as previously agreed) - SEND (if not discussed at the forthcoming governor workshop) - CSoC representatives to be invited to the July FGB meeting by the Clerk, or the June Foundation Governors meeting if unable to make the July date, to discuss the 26/27 funding allocation and the decisions behind it.	Clerk	
	7	the Chair and Head to share the following points with staff and parents via the school newsletter: - governors had agreed a school budget for 26/27 in good time for the LA's mid-May deadline. - work on the RE curriculum was progressing - the school had benefitted from a large number of external visits	H Darrell/ A Smith	
	7	the decision to move to five classes in 26/27 to be the subject of a separate letter.	H Darrell/ A Smith	
	8	the Clerk to produce a draft 26/27 meeting schedule based on 25/26 dates and share it with the Head and Chair.	Clerk	Completed – 1/5/26