

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 17 March 2026

Governors Present: Alex Smith (Chair for the meeting), Sarah Abrey, Helen Darrell (Headteacher), Barry Fuchs, Simon Jarvis, Liam Kelly, Imogen Nay, Rene Oosthuysen, Jonty Roland, Ros Thoburn, Wilmein Visser.

Also in Attendance: Jacquie Watts (Clerk), Keri Lennon (Acting Deputy Headteacher).

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

The meeting opened with a prayer led by Rev'd Imogen Nay.

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: apologies for absence were received from Emma de Vaux (Co-Chair) for reasons of ill health. The meeting was quorate.

AGREED: to accept tendered apologies.

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 two vacancies on the governing body: 1 x Foundation Governor (Diocese) and 1 x Co-opted Governor. Mrs Wilmein Visser had been appointed by the Diocese as a Foundation Governor at the last meeting but was still undergoing the required overseas safeguarding check.

Wilmein Visser and Ros Thoburn joined the meeting at this point.

NOTED: the Head updated the meeting on a recent interview with a prospective Co-opted Governor. She met many of the skills sets identified by the Skills Audit, but would be a parent of a St. Paul's pupil, adding to the level of parental representation on the Governing Body. The meeting discussed the mix of backgrounds already on the Governing Body. A number of governors who had been parents of St. Paul's pupils were no longer in this category as their children had moved on. **A governor asked if the candidate had financial knowledge, as needed by the Governing Body, and was advised she had a financial background. Approaches to local accountancy firms had not identified any non-parents with financial skills wishing to become a governor.**

AGREED: the appointment of the candidate as a Co-opted Governor should be placed on the agenda for the next meeting. The Head would forward the full name, title and contact details of the person concerned to the Clerk. **Action: H Darrell/ Clerk**

NOTED: Sarah Abrey would be standing down as the Staff Governor at the end of term, prior to her maternity leave. She had emailed staff to seek interest from others in standing as the Staff Governor, but had not received a response. The Head and Sarah Abrey would highlight the forthcoming governor vacancy further.

Action: H Darrell/ S Abrey

NOTED: Emma de Vaux was recovering from health issues more slowly than anticipated and had asked whether she should take a leave of absence or stand down as a governor. The Clerk highlighted at least one another Chair who had taken leave of absence for personal reasons.

AGREED: to defer consideration of Emma de Vaux's membership query until the next meeting, when her recovery trajectory would also be clearer.

Action: Clerk

iv Minutes of Previous Meeting: 3 February 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	Wrong document shared. Chair to forward proposed summary to Clerk to verify and post on GovHub
14/10/25	1v	Jonty Roland to contact local accountancy firms regarding Co-opted Governor vacancy. The Head to advertise the role on the school website and via Parent Mail.	H Darrell	Completed
2/12/25	2ii	Jonty Roland to audit the SIAMS element of the school website and the governor page, and add a bio for Ros Thoburn.	J Roland	Completed
	2iv	Jonty Roland to add future Foundation Governor Meeting notes to the monitoring reports on Google Drive.	J Roland	Completed - on agenda
	2vi	Imogen Nay and Head to draft a Q&A document on the significance of being a Church School for use in a	I Nay/ H Darrell	In progress

		variety of ways including: prompt sheet for governors and staff, text for website and leaflet for parents.		
	3i	all governors, especially those with a specific SIP monitoring role, to review the SIP and email brief comments on progress to the Head for inclusion in the SIP.	All	Most governors had yet to action.
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	Overseas check still pending
	1iii	Jonty Roland had identified a future parent of the school who might be a suitable candidate given his background in education, but was aware that a non- parental perspective was important. He would discuss the matter further with the Co-Chairs and Head outside of the meeting.	J Roland	Completed
	1iv	minutes of previous meeting of 2 December 2025 to be electronically signed by Chair as true and correct record and stored on GovernorHub as the official record.	Clerk	Completed - 4/2/26
	1vii	March meeting of the Foundation Governors to consider SIAMS requirements and the school's response to the same in the RE curriculum. The Clerk to place RE curriculum on the agenda for the March FGB meeting	Foundation Governors/ Clerk	Completed and on agenda
	1vii	the Head to send a list of suggested safeguarding questions and a visual image of safeguarding areas to Jonty Roland for inclusion in the monitoring guidance document.	H Darrell/ J Roland	Completed

	1vii	The clerk was still experiencing technical problems accessing recent monitoring reports direct from the system without intervention. She would raise this with Sarah Abrey and Jonty Roland outside of the meeting	Clerk	Completed but technical issues ongoing
	1vii	a summary of LA visits would be provided by Emma de Vaux to the March meeting.	E de Vaux	Alex Smith to write summary for future meetings
	2i	to delegate decisions regarding deletion/ archiving of out of date non-meeting documents published on GovernorHub to the Clerk.	Clerk	Process started and ongoing
	2i	Head and Co-Chairs to draft letters to staff and parents re. OFSTED to be circulated after inspection report published.	H Darrell/ A Smith/ E de Vaux	Completed
	2ii	governors to email Jonty Roland with any other issues to be discussed by the Foundation Governors Group on 3/3/26	All	Completed
	2iii	agreed the Anti-Bullying Policy subject to dated references to KCSiE being updated.	H Darrell	Completed
	3ii	Simon Jarvis would use the ISDR to produce a document summarising school trends over the last three years	S Jarvis	In progress
	4i	Agreed the SFVS report as uploaded to GovernorHub, subject to corrections being made to Q12 and Q14 and minor adjustments being made in relation to Q3 and any typos. Liam Kelly and the Head would work together on the changes prior to the document being signed by the Co-Chairs.	L Kelly/ H Darrell	Completed
	4i	the Head to share a list of positive deviations from	H Darrell/ L Kelly	Completed

		budget with Liam Kelly who would post a summary of the position on GovernorHub.		
	4i	The Head would share the LA birth rate chart for the area with Liam Kelly.	H Darrell	Still to be done
	5	to add the following additional agenda item to then next agenda: RE Curriculum	Clerk	Completed - on agenda
	7	the Head and Co-Chairs to use the following in an update to staff and parents. - Governors had reflected on the recent OFSTED inspection while waiting for the formal report - Sustainability issues had been explored - the FGB thanked the Deputy Head and Sarah Abrey for all their hard work on behalf of the school and wished them all the best on their forthcoming maternity breaks.	H Darrell/ A Smith/ E de Vaux	Completed

AGREED: the minutes of the previous meeting held on 3 February 2026 as true and correct record. The minutes would be electronically signed by the Chair and stored on GovernorHub as the official record.
Action: Clerk

v Governor Training Activity

NOTED: the GovernorHub training record uploaded with the agenda. **Sarah Abrey, as Training Link Governor, pointed out that no training had been recorded as taking place in 2026. The termly focus was to have been on topics related to link governor roles and recommendations were available on the GovernorHub Noticeboard.**

AGREED: each governor to undertake at least one piece of training before 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.** As there were ongoing tech problems and the Clerk's access to reports was not automatic, the summary related to more reports than the Clerk had been able to access and place on the agenda. Sarah Abrey had since released the reports held in the system. Reports provided after 22/1/26 would be submitted by the Clerk to the next FGB meeting.

AGREED: Sarah Abrey would brief Barry Fuchs on actions necessary to release reports for the Clerk to access and upload to GovHub a fortnight ahead of each FGB meeting.
Action: S Abrey/ B Fuchs

NOTED: governors asked if there was any evidence that mixed year classes made slower/ less progress than single year groups? The Head did not have related data to hand, but would investigate and share her findings on GovernorHub. **Action: H Darrell**

NOTED: a governor queried a comment at the end of the English monitoring report dated 22-1-26 to the effect that the FGB should discuss ongoing monitoring. He asked what this meant and what specifically should be discussed by the FGB? The report author had not been sure what to write in the section of the report and had simply meant that monitoring should continue as normal. The English link governor had met with Keri Lennon the previous week and the LA English adviser would be visiting the following week. Alex Smith had written a summary of recent LA adviser visits but had uploaded it with the governor monitoring reports rather than including it with the FGB document bundle as coded. If the Clerk was able to access it, she would extract it from governor monitoring reports and upload it for the next FGB meeting. She reminded the Chair to send future LA Adviser summary reports to her for inclusion with FGB papers.
Action: Clerk/ A Smith

NOTED: a governor asked how governors should be monitoring English in order to evidence improvement, especially writing? The Chair suggested the recently published OFSTED report could provide focus. Further advice would be provided when the supporting HMI made contact with the school. As recorded in the OFSTED report, the school had already introduced improvements, but they needed further time to develop and embed. The substantive Deputy Head, as the English lead, had left a detailed monitoring schedule for the school to follow before going on maternity leave. The school would track developments. The LA Adviser would be monitoring improvements, as would Alex Smith as link governor. **Governors asked if they could receive a summary report listing actions taken and resultant impact, plus supporting data.**

AGREED: the last FGB meeting of the 25/26 academic year would include a stand-alone item on English and writing. The school would provide a report detailing actions and outcomes with supporting data.
Action: H Darrell/ Clerk

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Church School: Christian Distinctiveness

NOTED: the meeting of the Foundation Governors Group took place on 3 March 2026 and the minutes were uploaded to GovernorHub with the agenda. The meeting focused on the RE Curriculum and the need for more materials for teachers to use in delivering it. The Head and Imogen Nay were working on materials and the school was liaising with other schools already delivering the curriculum. Governors hoped to connect with CSoC before the annual summer gathering in terms of funding IT and other potential projects.

ii Policy Update

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

- **Equality** - data within the policy still needed to be updated.
- **Critical Incident**
- **Assessment**
- **RE** - a new policy highlighting the importance of the RE curriculum
- **Family and Parental Leave** - a Key model policy

NOTED: governors had asked questions by email ahead of the meeting and had received responses. The data in the Equality Policy remained a concern for governors as objectives were linked to it. The difference in performance between boys and girls in terms of writing was queried. The Head acknowledged the data needed refreshing but had not been able to obtain it from Sonar before the meeting. She could not therefore answer the question about gender disparity in terms of writing, if any.

AGREED: to defer approval of the Equality Policy until data had been updated and the objectives reviewed. **Action: H Darrell**

NOTED: governors asked what had changed within the RE policy? The policy was new and reflected current practice.

AGREED: the following school policies:

- **Critical Incident**
- **Assessment** - subject to references to Target Tracker being replaced with Sonar.
- **RE**
- **Family and Parental Leave**

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

i Headteacher's Update

NOTED: the termly written report uploaded to GovernorHub. The Head summarised successes and challenges. Successes had included recruiting Keri Lennon as Acting Deputy Head and the appointment of an Office Administrator. Challenges included the backlog of office administration and the negative impact on SLT who had been carrying out administrative duties prior to the appointment of the Office Administrator.

NOTED: Yr 6 pupils had been offered places at Secondary Schools. Applications for 2026 Reception places were low. 34 pupils to date had joined throughout the school in 25/26, while 18 had left.

NOTED: the Head summarised actual and planned activity including a requested, Sites Security inspection by the LA, meetings with stakeholders and external agencies, pupil visits and clubs, including the school choir, progress against the SIP and the focus on English. The Head reminded all governors, in keeping with discussions under minute 1iv, to review the SIP and email brief comments on progress on areas monitored to her for inclusion in the SIP.

NOTED: a governor commented on the 16 pupils gained during the year and asked about first and second choice Reception Class numbers for 2026. Another governor asked about pupil behaviour trends. Behaviour fluctuated and was often linked to SEND but overall behaviour seemed to be improving. **Governors asked for comparative data at the end of the academic year.**

AGREED: at the end of the Summer Term the Head would produce 25/26 comparative data from My Concern to identify any behavioural trends. **Action: H Darrell**

ii RE Curriculum

NOTED: discussions at the recent meeting of Foundation Governors (minute 2i refers). The Head outlined progress on developing and embedding the RE Curriculum including book looks and lesson observations. The development of the recently approved RE policy highlighted the significance of the curriculum to the school. **Governors asked when a SIAMS visit could be expected and how much notice would be given.** The school was expecting a week's notice. The Head would be contacting a school that had recently undergone a SIAMS inspection to see what might be learned. The Diocese had recently undertaken a Pre-SIAMS visit, but the resultant report had only just been received. The Head would share it with governors once reviewed. The Head felt there was progress in embedding the curriculum but it was slower than hoped.

AGREED: for the next meeting, under the heading of RE Curriculum, the Head would bring forward a summary action plan, indications of progress and the Diocesan pre-SIAMS report. If appropriate, a further update would then be provided to the July meeting. **Action: H Darrell**

iii Pupil Data

NOTED: the data group continued to meet, but there were no significant changes to report. **As previously noted under matters arising, Simon Jarvis was using the ISDR to produce a document summarising school trends over the last three years. He hoped to make it available in the next couple of weeks.**

iv Staff

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

v Safeguarding

NOTED: safeguarding issues had been discussed under previous agenda items.

vi Health and Safety

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

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update and Budget 2026/27

NOTED: Liam Kelly continued to receive monthly finance reports. Financial information relating to the budget setting process for 2026/27 had been posted on GovernorHub.

NOTED: Liam Kelly summarised the 25/26 position. The school expected to carry forward a reserve of c£216k, which was greater than budgeted. He commented on the budget profiles on GovernorHub including projected pupil numbers and possible CSoC grants, that had not yet been factored into budget calculations. The LA had indicated it would be happy with a reserve of £80k to £100k. Positive deviations from past budgets were explored. **Most were one-offs. It was unlikely that budget outcomes would be better than the agreed budget in future years.**

NOTED: the meeting discussed the three budget scenarios published on GovernorHub, potential class sizes and the impact of them on potential future growth. Discussions also included the operational challenges of specific class structures, the possible impact on pupil achievement, the possible impact on the delivery of the Maths curriculum, maintaining or decreasing the PAN and the timeline for changing it, whether the recent OFSTED inspection would have a positive impact on pupil numbers and strategic versus operational use of financial reserves. The Head highlighted the possibility of additional social and family housing being built opposite the school in the next 2/3 years.

NOTED: a governor felt that 25/26 had so far seen the highest in-year intake of pupils in recent years and decisions should recognise this and not abandon the strategic aim for eventual growth. Other governors highlighted that the academic year was not yet over and the position could change. Reception Class applications for 26/27 were very low. The best guess was 134 pupils in 26/27 compared to a maximum possible of 150. **Governors discussed the number of pupils required for financial breakeven.** The Head highlighted that St. Paul's staff were experienced, which was positive, but were therefore towards the top of the pay grades and relatively expensive compared to other schools.

AGREED: to defer a decision on the use of reserves until later in the budget setting process. The five classes for 26/27 budget scenario would be submitted to the LA the following week for their comments. Any subsequent changes to financial planning would be shared on GovernorHub with final, detailed budget proposals being submitted to the April meeting of the FGB. **Governors thanked Liam Kelly and the school for their work in relation to budget planning**

Keri Lennon left the meeting during the above discussions

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the following additional agenda items:

- Co-opted Governor Appointment
- Governor Leave of Absence
- RE Curriculum
- Approval of Budget 2026/27
- Sustainability Panel

Action: Clerk

6. AOB

AGREED: Jonty Roland would arrange a Get Well card for Emma de Vaux.

Action: J Roland

NOTED: this was expected to be the last meeting for Sarah Abrey as the staff governor.
On behalf of the entire FGB, the Chair thanked her for her service and positivity as a governor and her contribution to the school, and wished her all the best on her forthcoming maternity leave.

7. POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: Jonty Roland would draft comments based on the OFSTED report for the Head and Chair to use in an update to staff and parents.

Action: J Roland/ H Darrell/ A Smith

NOTED: governors asked if there had been any parent feedback on the OFSTED report?
Little feedback had been shared on the WhatsApp groups, though some parents felt the OFSTED scores were harsh given the glowing comments on pupil experience.

8. DATE AND TIME OF NEXT MEETING

AGREED: the next meeting would take place on Tuesday 28 April 2026 at 6.30pm via TEAMS.

The meeting concluded at approximately 20:50 hours

Drafted by: Jacquie Watts
Clerk to the Governors
18/19 March 2026

Approved by The Governing Body on:

Date: 28th April 2026.....

Signature (Chair): 

FGB Action Summary Grid

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	Wrong document shared. Chair to forward summary to Clerk to verify and post on GovHub
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	In progress
	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 yet to action.
3/2/26	1iii	Once all safeguarding checks were cleared by Wilmein Visser, the school would issue her with a school email address and advise the Clerk of the same. The Clerk would then invite her to join GovHub	H Darrell/ Clerk	Overseas check still pending
	3ii	Simon Jarvis to use ISDR to produce a document summarising school trends over the last three years	S Jarvis	In progress
	4i	The Head would share the LA birth rate chart for the area with Liam Kelly.	H Darrell	Still to be done
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	Proposed governor details forwarded to Clerk
	1iii	Head and Sarah Abrey to highlight the forthcoming staff governor vacancy further.	H Darrell/ S Abrey	

	1iii	to defer consideration of E de Vaux's membership query until next meeting.	Clerk	
	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	
	1vii	Sarah Abrey to brief Barry Fuchs on actions necessary to release reports for the Clerk a fortnight ahead of each FGB meeting	S Abrey/ B Fuchs	
	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	
	1vii	Alex Smith had written a summary of recent LA adviser visits but had uploaded it with the governor monitoring reports. If the Clerk was able to access it, she would extract it from governor monitoring reports and upload it for the next FGB meeting. 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	
	2ii	to defer approval of the Equality Policy until data had been updated and the objectives reviewed.	H Darrell	
	3i	after the end of the Summer Term the Head would	H Darrell	

		produce 25/26 data from My Concern to identify any pupil behavioural trends.		
	3ii	for the next meeting, under the heading of RE Curriculum, the Head would bring forward a summary action plan, indications of progress and the Diocesan pre-SIAMS report. If appropriate a further update would then be provided in July	H Darrell/ Clerk	
	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	
	6	Jonty Roland to arrange a Get Well card for Emma de Vaux.	J Roland	