

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 2 December 2025

Governors Present: Alex Smith (Chair for the meeting), Sarah Abrey, Helen Darrell (Headteacher), Emma de Vaux (Co-Chair), Barry Fuchs, Simon Jarvis, Liam Kelly, Imogen Nay, Rene Oosthuysen, Jonty Roland.

Also in Attendance: Jacquie Watts (Clerk), Natasha Thake (Deputy Headteacher).

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

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: apologies for absence were received from Ros Thoburn, who was out of the country. The meeting was quorate.

AGREED: to accept apologies tendered.

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 three vacancies on the governing body: 2 x Foundation Governors (Diocese) and 1 x Co-opted Governor.

NOTED: one Foundation Governor application was being considered by the Diocese. Another potential Diocesan governor candidate was to be interviewed prior to referral to the Diocese. No candidates for the Co-opted vacancy had yet been identified.

iv Minutes of Previous Meeting: 14 October 2025

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

Date	Min. Ref.	Action	Lead	Completed
8/7/25	3iii	Alex Smith to share thoughts on the Head's new 25/26 targets with non-staff governors via email.	A Smith	Still to be done
	8	the Chair to publish Workshop dates for the 25/26 year on GovernorHub to create a clear record	A. Smith	Completed

14/10/25	1v	Jonty Roland to contact local accountancy firms regarding the Co-opted Governor vacancy. The Head to advertise the role on the School website and via Parent Mail.	H Darrell	Accountancy firms recently contacted - awaiting reply. Head still to advertise role.
	1vii	The minutes of 8/7/25 to be electronically signed by the Chair and stored on GovernorHub as the official record.	Clerk	Completed - 15/10/25
	1viii	the Head to add her extensive relevant training to the GovernorHub record.	H. Darrell	Still to be done
	1viii	Ros Thorburn to liaise with Sarah Abrey re. suitable induction/ initial training.	R. Thorburn	Completed
	1x	Sarah Abrey to finalise the monitoring form once the 25/26 SIP objectives were agreed	S. Abrey	Completed
	2i	to carry forward the annual review of Governor Effectiveness to the December meeting so new governors could be appointed and included	Clerk/Chair	On agenda
	2ii	Clerk to upload the final version of 25-26 Standing Orders to GovernorHub	Clerk	Completed - 15/10/25
	2ii	Co-Chairs to raise the possibility of peer review again with other CSoC schools the following week and ascertain if others had already undergone it	E de Vaux/ A Smith	Completed - little appetite for peer review amongst other CSoC schools
	2iii	Alex Smith to update strategic aims on environment and send to Head	A Smith	Completed
	2iii	Jonty Roland to add additional bullet points to strategic aims sections and send to Head	J Roland	Completed
	2iii	The additions to be sent to the Head for her to pull together into a single document of 6 strategic statements with bullet points. The document to be	H Darrell	Completed

		uploaded to GovernorHub for governor review		
	2iii	The final version of the Strategic Aims to be presented to the December FGB meeting for final approval.	H Darrell/ Clerk	On agenda
	2iv	Jonty Roland to convene the next Christian Distinctiveness meeting.	J Roland	Completed - annual meeting schedule agreed
	2vi	Alex Smith to review current gaps in poster locations.	A Smith	To be done in New Year
	3i	Deputy Head to share the 25/26 SIP headlines with Sarah Abrey for inclusion in Governor Monitoring forms.	N Thake/ S Abrey	Completed
	3ii	The Head to share the pupil and school target setting process with the data group.	H Darrell	To be shared with group at meeting on 3/12/25
	4i	Liam Kelly to scrutinise the LA audit letter, discuss school practices with the School's Business Manager and report back to the next FGB meeting.	L Kelly/ Clerk	On agenda
	5	agreed the following additional agenda items: • Governor Effectiveness Review • LA Audit Letter Review and Financial Monitoring • Governor Improvement Plan • Strategic Plan	Clerk	On agenda
	5	all governors should aim to submit a monitoring report in good time to be included on the agenda for the next meeting	All	Completed
	7	agreed the following points: • the valuable talk from Claire Coulson regarding the future SIAMS	J Roland/ A Simth/ E de Vaux/ H Darrell	Completed

		inspection, and the school's Christian commitment to living the inclusivity inherent in "Life in all its fullness" by being a school for all faiths and none. • SIP priorities • governors had determined the monitoring focus for 25/26 • the FGB was seeking to recruit a new governor with financial skills Jonty Roland would draft a piece for the Chairs and Head to use in an update to staff and parents.		
	8	Ros Thorburn submitted her apologies for absence in advance for 2/12/25 as she would be in Australia.	Clerk	Apologies submitted and approved

NOTED: Imogen Nay had requested an addition to minutes to indicate she had emailed in advance of the meeting to say she would be late.

AGREED: the minutes of the previous meeting held on 14 October 2025 as true and correct record subject to the addition requested by Imogen Nay. The minutes would be amended by the clerk, 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, highlighted that all governors had undertaken at least one piece of training in accordance with the training plan.**

vi Ratification of Indicative Decisions Taken via GovernorHub

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

vii Governor Monitoring Reports

NOTED: the many monitoring reports completed prior to publication of the agenda, listed on the agenda and uploaded to GovernorHub for the meeting in keeping with the new system. They, and subsequent reports, could also be accessed on Google Drive. Reports submitted after the publication of the agenda would be brought forward

to the next FGB meeting. **Jonty Roland had uploaded a summary of key points from the reports to the GovernorHub noticeboard.**

NOTED: the meeting discussed in detail the pros and cons of the new system given issues identified during the process and the volume of reports. The current labelling of reports was not helpful. Governors were uncertain where to record follow-up actions for staff and governors.

NOTED: the Clerk and the Staff Governor stressed that governors should not be allocating follow-up actions to staff, only the FGB. Significant operational concerns should be raised with the Head and it was for the school to decide if and what actions were necessary. Important strategic issues should be brought to the FGB. The possibility of recording challenges arising from monitoring on the GovernorHub noticeboard was raised.

AGREED: Sarah Abrey, Jonty Roland and the Clerk would discuss how to finesse the reporting system going forward and how best to utilise the reports.

Action: S Abrey/ J Roland/ Clerk

NOTED: governors felt the school's response to oracy issues in assemblies and collective worship raised in the reports was positive. The meeting questioned the lack of information available for some new pupils. The absence of a School Office Administrator had exacerbated the situation, but lack of information from transferring schools or parents were contributory factors.

NOTED: the Head commented on the number of advisers currently visiting the school. Their advice was helpful, but with so much information there was limited time and capacity available to implement it.

NOTED: whilst there were a vast number of monitoring reports, some class focused reports had yet to be submitted. Class link governors were asked to ensure they had undertaken and reported on monitoring in relation to their class.

Action: Class Link Governors

NOTED: the summary of LA visits on the GovernorHub noticeboard. **A governor said they were impressed by the new English curriculum plan and asked how the school planned to maintain momentum with key staff going on maternity leave?** The Head summarised the recruitment, monitoring and record keeping activities that were planned to enable the school and new staff to maintain progress.

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Annual Review of Governor Effectiveness 24/25

NOTED: El de Vaux confirmed the skills audit and effectiveness survey had been completed by governors. Outcomes indicated the FGB had a collaborative and supportive governance culture and the FGB was stable and resilient. Areas for development were data and strategic challenges.

AGREED: once the results had been shared with governors, Sarah Abrey would recommend specific training to meet governor needs. **Action: E de Vaux/ S Abrey**

ii Governance Improvement Plan 2025/26

NOTED: the document uploaded to GovernorHub with the agenda. Many of the actions had been completed. **Governors asked if the school website should be reviewed?** The Head was in discussion with a new website provider, as the website needed to be changed because of issues with the existing one. **Governors queried whether it was worth reviewing and updating the governor page of the website?** It had last been reviewed by a governor about a year ago and actions had been followed up. The Head felt the page was compliant, but information provided by governors might need updating. **A governor observed that a bio for Ros Thoburn had yet to be added and other bios needed updating or removing. Governors queried the purpose of the information provided and how useful it was? Governors highlighted that a check to ensure the website met new SIAMS requirements was desirable.**

AGREED: Jonty Roland would audit the SIAMS element of the school website and the governor page, and add a bio for Ros Thoburn. **Action: J Roland**

AGREED: Natasha Thake would forward the SIAMS checklist to Jonty Roland for reference for his audit. **Action: N. Thake**

AGREED: all governors should review their bios and send any updates/ changes to Jonty Roland. **Action: All**

NOTED: all governors should be considering safeguarding when undertaking monitoring and should consider what needed to be done to complete the outstanding actions on the Improvement Plan.

AGREED: the Governance Improvement Plan as uploaded to be an accurate record of progress to date.

iii Review of Strategic Plan

NOTED: the updated document incorporating recent governor additions and uploaded to GovernorHub with the agenda.

AGREED: the revised Strategic Plan.

AGREED: the Head to add the Strategic Plan to the SIP so all key information could be seen in one location. **Action: H Darrell**

iv Church School: Christian Distinctiveness

NOTED: the notes of the most recent Foundation Governors meeting on 11th November were available in the Foundation Governors GovernorHub folder. The meeting had primarily focused on SIAMS. Jonty Roland provided an oral summary.

NOTED: Foundation Governors were recommending that each FGB opened with a prayer and that this be included on the agenda. It was recognised that not everyone might be comfortable with this.

AGREED: all governors should email Jonty Roland and Imogen Nay before 12 January to confirm whether or not they were happy for FGB meetings to begin formally with a prayer.

Action: All

NOTED: the meeting discussed how the notes of Foundation Governor meetings should be handled in future, as they included elements of challenge and monitoring not necessarily captured elsewhere.

AGREED: Jonty Roland should add future Foundation Governor Meeting notes to the monitoring report library on Google Drive.

Action: Jonty Roland

v Policy Update

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

AGREED: the following school policies:

- **Admissions Policy 2027/28**
- **Health and Safety Policy**
- **Discretionary Leave of Absence**

vi Marketing

NOTED: posters would be swapped every three months. The next update was due in January. The meeting discussed ways of obtaining feedback on the posters including inclusion in the parent survey and the Head asking parents of prospective pupils how they had found out about the school. **Governors asked about attendance levels at the recent Open School events and whether numbers had increased in comparison with the previous year?** The first event had been better attended than the second, which had had thirteen visitors, but it had been a positive event. A number of parents had cancelled and then arranged to come at a later date. **Governors asked if the school's Instagram account was still being used?** It was.

NOTED: governors queried and discussed whether a broader and clearer explanation of the approach of a Church School should be published and how. What did "Life in All Its Fullness" mean practically for pupils and parents? A section on the school website explored this. Different ways for clarifying the information were discussed. **Governors queried whether the section on CSoC was clear and relevant to parents?**

AGREED: Imogen Nay and the Head would draft a Q&A document for use in a variety of ways including a prompt sheet for governors and staff, text for the website and a leaflet for parents.

Action: I Nay/ H Darrell

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

i Headteacher's Termly Report and SIP 2025/26

NOTED: the documents uploaded to GovernorHub. The Head was pleased in-year admissions had increased pupil numbers to 149. Challenges facing the school included the vacancy for the Office Administrator, the level of pupil need in the lower years and two forthcoming periods of maternity leave. **Governors asked how the school was handling the Office Administrator vacancy?** SLT were having to provide cover. Three attempts at recruitment had taken place and suitable candidates identified, but for a variety of reasons beyond the control of the school no appointment had been made.

NOTED: the current number of adviser visits were providing invaluable advice, but left the school with no capacity to implement and were stressful for the school. The meeting discussed progress on the SIP, Safeguarding, My Concern Data, and pupil attendance. **Governors queried the weaker attendance of years 6 and 2 and on Monday mornings, whilst highlighting that Year 6 had PE on Mondays. Governors asked about the impact of long-term pupil illness on attendance data?** The Head explained the impact and would consider how data could be presented to reflect issues beyond the control of the school. **Governors asked if there were any particular areas that could be targeted to approve attendance levels?** The Head explained the school's individual pupil approach to challenging poor attendance. The impact of illness amongst SEND pupils was an issue, but beyond the control of the school. Currently attendance was 0.4% below national average. **A governor felt focus should be persistent absence because of its impact on the data.** The Head said the school was identifying persistent absence and challenging it as appropriate.

NOTED: following comments from other parents to him, a governor queried why only year 6 pupils were permitted to go home from the school on their own and not years 5 and 6 like other schools? Another governor pointed out that the school had a duty of care and was surprised that pupils as young as year 5 were permitted to travel home on their own. While this might be acceptable for pupils within a small catchment area, many St. Paul's pupils came from out of catchment. The Head advised that the school had made its decision based on the perceived needs of its pupils, rather than the policies of other schools. She was not aware of the criteria used by other schools, but was happy to review the situation to see if the school was significantly out of line with other primary schools.

Action: H Darrell

NOTED: the behaviour of SEND pupils in the younger classes, staff CPD and work on the Pin Project in relation to neuro-diverse pupils. **Governors asked if the recent complaint to the school had been resolved?** Meetings were taking place and the Head believed the matter was being resolved. **In response to questions from governors, the meeting discussed handover arrangements in relation to maternity cover. Governors asked if there had been any surprises as a result of the Pin Project.** There had been much positive work, but no surprises. It was more a case of tightening up current practices, than making major changes.

NOTED: governors asked how governor and LA comments would be captured on the SIP? The meeting discussed practical arrangements.

AGREED: all governors, and especially those with a specific SIP monitoring role, should review the SIP and email brief comments on progress to the Head for inclusion in the SIP.

Action: All

ii Pupil Data

NOTED: the data group was meeting the following day and would feedback to the January FGB meeting.

iii Staff

NOTED: Rene Oosthuysen had requested an item on staff attendance and well-being. **She advised that recent training recommended a report on the topic should be considered at least annually. She read the summary of a recent report she had written, but not yet submitted to the FGB. She considered staff to be harmonious and have strong working relationships. Main challenges were workload and the number of high-needs pupils. Staff absence was commented on. The report concurred with comments made previously by the Head about maternity leave and the Office Administrator vacancy.**

NOTED: governors asked if there was anything to be concerned about? The Head summarised the school's approach to staff absence and highlighted improvements compared to the previous year. **Governors asked about TA absence and whether there were any trends.** Causes were mainly personal illness and childcare. Only a small number of staff were affected.

iv Safeguarding

NOTED: the information provided in the Headteacher's report.

v Health and Safety

NOTED: the information provided in the Headteacher's report.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update and LA Audit Letter - Maintained Schools

NOTED: a Governor Finance Workshop had taken place on 18 November 2025. **Liam Kelly reported that the 144 pupils on roll at the 2025 census date would influence the school's funding the following year. The school needed a structure and budget that would lead to financial break-even.** This would be explored further as preparation for the 26/27 budget progressed.

NOTED: Liam Kelly highlighted that the school was on track to deliver an improved 25/26 budget outturn relative to forecast. **This appeared to be an annual pattern and he asked how this might be addressed in future years to ensure the school was maximising its use of resources to benefit pupils?** The Head highlighted that a significant cause for the improved position was un-forecasted PTFA contributions, but these would be spent

against agreed projects. **Governors asked if the Head could choose to spend any financial surplus on additional school needs?** The Head confirmed she could authorise additional expenditure within agreed spending limits.

NOTED: Liam Kelly commented that the LA Audit letter had been helpful as a basis for scrutinising the school's financial operations. As a result, he recommended that the 2026 SFVS appendix should be considered in detail having regard to the audit letter and be brought to the FGB for review in the Spring Term.

Imogen Nay left the meeting at this point

NOTED: governors asked if full maternity leave costs had been factored into the current budget? The Head confirmed they had been included.

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the following additional agenda item:

- Sustainability - Alex Smith leading

Action: Clerk

6. AOB

NOTED: no other urgent business was raised.

7. POINTS TO SHARE WITH STAFF AND PARENTS

NOTED: Jonty Roland had drafted approximately three key points that he would share with the Head and Co-Chairs for their decision as to whether they should be used in an update to staff and parents.

Action: J Roland

8. DATE AND TIME OF NEXT MEETING

AGREED: the next meeting would take place on Tuesday 20 January 2026 at 6.30pm via TEAMS.

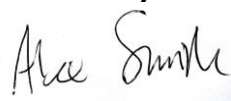
NOTED: as previously notified, the School's Christmas Lunch would take place on 17 December 2025. Anyone wishing to attend should notify the Head as soon as possible as places needed to be booked.

The meeting concluded at approximately 20:42 hours

Drafted by: Jacquie Watts
Clerk to the Governors
3/4 December 2025

Approved by The Governing Body on:

Date: 3rd February 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	Still to be done
14/10/25	1v	Jonty Roland to contact local accountancy firms regarding the Co-opted Governor vacancy. The Head to advertise the role on the School website and via Parent Mail.	H Darrell	Accountancy firms recently contacted - awaiting reply. Head still to advertise role.
	1viii	the Head to add her extensive relevant training to the GovernorHub record.	H. Darrell	Still to be done
	2vi	Alex Smith to review current gaps in poster locations.	A Smith	To be done in New Year
	3ii	The Head to share the pupil and school target setting process with the data group.	H Darrell	To be shared with group at meeting on 3/12/25
2/12/25	1iv	Agreed the minutes of the previous meeting held on 14 October 2025 as true and correct record subject to the addition requested by Imogen Nay. The minutes to be amended by the clerk, electronically signed by the Chair and stored on GovernorHub as the official record.	Clerk	Completed - 3/12/25
	1vii	Sarah Abrey, Jonty Roland and the Clerk to discuss how to finesse the governor monitoring report system.	S Abrey/ J Roland/ Clerk	
	1vii	Class link governors to ensure they had reported on monitoring in relation to their class.	Class Link Governors	
	2i	once skills audit and effectiveness survey results had been shared with governors, Sarah Abrey to	E de Vaux/ S Abrey	

		recommend specific training to meet governor needs.		
	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	
	2ii	Natasha Thake to forward the SIAMS checklist to Jonty Roland for reference for his website audit.	N. Thake	
	2ii	governors to review their website bios and send any updates/ changes to Jonty Roland.	All	
	2iii	the Head to add the Strategic Plan to the SIP so all key information was in one location.	H Darrell	
	2iv	all governors to email Jonty Roland and Imogen Nay before 12 January to confirm whether or not they were happy for FGB meetings to begin with a prayer.	All	
	2iv	Jonty Roland to add future Foundation Governor Meeting notes to the monitoring reports on Google Drive.	J Roland	
	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 the website and a leaflet for parents.	I Nay/ H Darrell	
	3i	Head to review pupils allowed home on their own to see if the school was significantly out of line with other primary schools	H Darrell	
	3i	all governors, especially those with a specific SIP monitoring role, to review the SIP and email brief comments on progress to	All	

		the Head for inclusion in the SIP.		
	5	Agreed the following additional agenda item for the next meeting: Sustainability - Alex Smith leading	Clerk	
	7	Jonty Roland to share three key points with the Head and Co-Chairs for their decision as to whether they should be used in an update to staff and parents.	J Roland	