



MINUTES

DRAFT APPROVED

Full Governing Body Meeting

Thursday 29th January 2026 at 6.30pm in School

Present: G.Kolter (Head), T.Huson, G.Mackinder, N.Favell, K.Howson, Fr. Mills, A.Favell, H.Tehrani, B.Francis

In Attendance: A.Bell (Clerk), R.Smith (Clerk)

Apologies: J.Porter, A.Millward, D.Miller, K.Finch, A.Raynos

Not Present: --

Fr. Martin opened the meeting at 6.35pm with a prayer.
In the absence of Mr Miller the meeting was chaired by Mr Huson.
Mrs Smith was warmly welcomed to her first meeting as the new Clerk.

1. Apologies for Absence
Apologies were received and accepted from Mrs Porter, Mrs Millward, Mr Miller, Mrs Finch and Mrs Raynos.
 2. Declaration of any Business/Pecuniary Interests relating to this meeting
There were none.
 3. Urgent Matters
There were none
 4. Previous meeting
 - (a) *Approval of the minutes of the FGB meetings on 30th September 2025*
The minutes from this meeting were approved and signed by the Vice Chair.
 - (b) *Matters arising/review of agreed actions*
Most of the actions are either in hand, on the agenda for this meeting or completed. The following were raised:
 - *Meet the Governors document update*
This is ongoing. Outstanding Governor photos requested for inclusion. This document will be helpful when recruiting for new Governors.
 - *TH Safer Recruitment training expiry date*
The expiry date was confirmed as September 2026. The Headteacher will provide Mr Huson with a link to the training nearer the time. Any other volunteers to take part in the training were welcomed. Mrs Tehrani volunteered.
 - *NSPCC Safeguarding training*
Some completion certificates are outstanding. Relevant Governors to be chased with links provided again where necessary.
- Q TH Is this something Ofsted might be interested in?** *Yes. The NSPCC training is the gold standard and very detailed. Governors receive annual safeguarding updates. The Headteacher and Mrs Bell maintain the Single Central Record which includes Governor training completion information. It would be good to get this closed out asap.*
- AP Outstanding safeguarding training to be chased with links provided where applicable** **Clerk**
- The School Development Plan actions have been completed.

5. Head's Report
The Head's Report was shared with the meeting papers. The following was highlighted:

- This document gives an end of autumn term snapshot.
- Y6 are on track for good SATS results
- Y3 have dipped a little compared to their end of Y2 data. This is being monitored. It may be due to the move up to KS2 and the change in expectations.
- Y2 have also dipped compared to their end of Y1 data. The Headteacher and Mrs Finch have discussed this and feel this is down to the changes in Y1 versus Y2 testing, and the emerging SEN needs in this cohort. Small groups of these pupils are doing phonics boosters instead of spellings sessions.
- A set of 10 weekly booster sessions have been set up for Pupil Premium pupils this term.
- Mrs Favell commented that it is nice to see that both Y5 and Y6 are doing better than they were.
- Y5 have been monitored closely throughout as the cohort most affected by Covid-19.
- The lower year groups are smaller cohorts, therefore a drop in percentage in the data may only be down to one or two pupils.

Q TH Writing seems to be the subject it is hardest to achieve greater depth in, in this the case? *It is hard to achieve. The teachers do not have the range of writing available yet, to find children working at a greater depth at this point in the year, because they haven't done the range of writing across genres yet. There is still work to be done and evidence to be gathered to get to the point where pupils can go for greater depth in English.*

Mr Mackinder joined the meeting.

- Attendance is at the national average for the autumn term.
- PP and SEN pupil attendance is better than average.
- Families of pupils with higher absence are supported.
- The WSCC School Improvement Advisor visit was useful for the Headteacher. The advisor commented on the good learning atmosphere in the school.
- The advice relating to RE provided by the Diocese Advisor visit has been taken on board.
- Ofsted and SIAMS preparation is going on side by side.
- The Headteacher has been through the new Ofsted toolkit, with further preparation done as a result.
- There is a new disadvantaged pupil section added to the report to show what is being done for these pupils.
- The PP spending report has been published on the website, as well as the impact report relating to spending in previous years.
- Mr Huson commented that the definition of a disadvantaged pupil is very broad with wide ranging criteria. It is important that the school can show what is being done for these pupils and the impact it is having. This can be harder for KS1 pupils as their needs are often still emerging and diagnoses not yet confirmed.
- The advantage of being a small school is that the teachers know the pupils really well.
- Mr Favell added that staff are already identifying pupils in the younger year groups that may be PP eligible.
- The key events list is incorporated into the report, with Young Voices being a recent highlight.
- Mr Huson commented that it is an impressive list for a small school.
- Mrs Favell added that it is great to see these events and activities shared on social media for the wider community to see.
- The Headteacher stated that news items are no longer being added to the website. The website is now mainly used for sharing information for prospective parents, as well as core information accessible for current parents.
- Existing parents have access to the Hub area on Reach More Parents.

- Completed projects in the school and grounds were noted. Mr Favell was thanked for his help with the front gate and door.
- The quote for the pool cable has gone up. This will be covered at F&R Committee next week.
- Two families are being supported with Early Help.
- A Health & Safety walkabout was completed in November. The WSCC audit is taking place in March.
- Mrs Francis and the Headteacher meet half termly to discuss safeguarding. Mr Favell will join these meetings from next week.
- The Headteacher will complete the WSCC safeguarding self-evaluation process this term, with any resulting actions taken to the peer review with Warnham School.
- There is a robust annual cycle of safeguarding review and training in place.

6. School SEF (based on Ofsted criteria)

The SEF was circulated to Governors before the meeting. The following was highlighted:

- A crib sheet has been updated for Governors in preparation for Ofsted.
- Mrs Bell will contact the most experienced Governors when the Ofsted call is received to confirm who is able to attend during the inspection.
- The Headteacher briefly ran through the tool kit and expectations for Governors.
- There is lots of evidence of effective governance to present to Ofsted.
- Governors were asked to think about examples of where they have supported and challenged at meetings.
- Example suggested were the GSHP project, challenging the most able pupils, the move to 4 classes.
- The SEF has been amended to be more in line with the new Ofsted toolkit.
- The document shows that the Headteacher knows where the school is at in relation to each area.
- It is important it is important to strike the right balance in the self-assessment which was felt to have been achieved.
- This work has been completed with Mrs Wilson and Mrs Finch.
- The actions from the last inspection have been included, along with what has been done in response.
- Evidence has been included to support the grading given to each area.
- Two tier vocabulary was explained. Mrs Wilson is using this for Oak Class topic work.
- Ofsted used to use a best fit approach. Now schools have to meet every criteria at one level, before they can be considered for the higher level.
- Multiple reports are linked in the document to show evidence and further information.
- When end of year data for attendance is considered, the school is always above average. The reasons why attendance is currently at the national average level are known.
- There is lots of good things to say, with lots of evidence to show the school's position and the actions taken.
- SEN pupil attendance has improved with the use of soft starts etc.
- Attendance and behaviour have now been grouped together by Ofsted. This means it is not possible to gain a strong standard overall without being strong in both elements.
- Kapow resources are used for wellbeing and RSHE. Some bespoke elements are used e.g. road safety, but this resource is mainly off the peg.
- Mr Huson advised sharing the list of key events to highlight the additional experiences that are accessible to all pupils. The things offered are curated to our context.
- The areas where the Headteacher believes we are on the threshold between strong and expected standard grading can be flagged to Ofsted and their opinion/guidance sought.

Q HT Can extra-curricular activities feed in? *Yes, these are included. They help to build confidence in the pupils.*

- Pastoral support has been highlighted as strong.
- There is also the section completed by Governors on INSET Day.
- Mrs Favell and Mrs Howson attended the WSCC Ofsted webinar.
- Mr Huson commented that the school is very well prepared.

7. Governor Monitoring Calendar & linked roles review

The monitoring calendar and linked roles information was circulated ahead of the meeting. The following was noted:

- Mrs Finch has done a lot of work on Maths and is ready to feedback to Mr Mackinder.
- Mrs Wilson has completed a book scrutiny and is ready to feedback the results. The Headteacher plans to arrange some supply cover to release Mrs Wilson to do this in late February

Q HT Will this be too late with regards to Ofsted? *We proceed with our schedule. OFSTED don't expect us to do anything different to what we normally do.*

- Mrs Wilson is doing phonics observations next week.
- Mrs Finch and Mrs Millward have completed an Early Years audit.
- The Teacher Apprentices are always being observed.
- The Headteacher will feedback to Fr. Martin and Mr Favell on RE. This will include information following the visit from Alex Wingham.
- The Headteacher will look at potential dates to feedback on Sports Funding expenditure.
- A new mountains style graphic has been developed around Quality First Teaching in the school.

Mr Mackinder left the meeting.

- Mr Huson flagged a couple of past items with no comments or report against them. These could be updated to show what has been/is being done.

AP Historic items to be updated to show progress/completion.

GK

- Mrs Porter has stood down as LA Governor with immediate effect. Mrs Porter was allocated to inclusion and SEND. Mrs Favell is also linked to these areas.
- Mr Mackinder wants to step back from Health & Safety. Mr Favell volunteered to take over this role.
- Governors were welcomed to ask to help in areas of interest.

AP Monitoring roles to be updated.

GK

8. Staff Well-Being Survey results

The survey results were shared before the meeting. The following was noted:

- There have now been 14 out of 20 responses received.
- The report shared with Governors was data from 12 responses.

Q HT Is there a particular reason why some staff have not completed the survey? *It is likely due to being busy and disorganised. It is hoped any staff with any particular issues would have taken the opportunity to respond.*

- The results were reviewed and discussed.
- The outcome to question 5 is good.
- The results of question 6 have been noted and the WSCC staff phone line details will be shared with staff again. Mrs Tehrani suggested putting the information on the back of the staff toilet doors.
- Mrs Francis is doing Governor wellbeing training.
- The data for question 9 is really good.
- Teacher emails are no longer shared with parents to reduce contact and email traffic for staff.

- The Headteacher is taking on-board information from question 12. Staff will be reminded that there is no expectation to respond to messages/emails outside of work hours.
- The Headteacher will include survey outcomes with staff via the weekly communicae.
- Any text comments will be followed up on where necessary.

Q HT How often are these surveys carried out? *This is the first survey in a while. Possibly since the pandemic.*

- Mrs Tehrani suggested simplifying the survey and asking staff to complete quarterly.

9. Small and Rural Schools Strategy – feedback from Diocese meeting on 20th January

The following was provided as feedback from the meeting:

- It was reported that the session was good for information, but that nothing new was shared.
- The Diocese was making church schools aware of the need to keep their eyes on the future and adapt to new ways of working.
- Small rural schools make up the majority of the church schools in the county.
- Academised and federated schools presented at the meeting.

Q TH Did the meeting prompt you to think we need to change what we are doing? *No. We just need to be aware of the current landscape and what the options for schools are, in case working / joining with other schools is needed in the future.*

10. Reports: F&R Committee 11th November 2025

The minutes of the F&R Committee meeting were shared with the meeting papers. The following was highlighted:

- The budget is doing very well.
- The school is aiming at the maximum carry forward amount. This will be particularly important as finances get more difficult in the years to come.
- The 3 year projection work has been completed and this will be covered in more detail at F&R Committee next week.
- 2027-28 looks more challenging financially. The committee will look at the 'what ifs' and consider the available options.
- Mrs Tehrani offered to join the committee.
- The pay review was standard with no issues.
- Mr Miller and Mr Huson have discussed the Apprentice Teachers process management with the Headteacher. This is now resolved.

11. Policies

For approval

- Attendance Policy
- Governors' Safeguarding Statement for The Website
- Charging and Remissions Policy
- Complaints Procedure

For ratification (already committee approved – available on request)

- Pay Policy
- Appraisal Policy
- Estate Asset Management Plan
- Estate Strategy
- Estate Vision
- Health & Safety Policy
- Support Staff Pay & Conditions Policy
- Finance & Resources Committee Terms of Reference
- Financial Management Policy
- Support Staff Pay and Conditions Policy

k. Security Policy
All policies were approved.

AP Policies were approved and will be finalised, saved in school and uploaded to the website where appropriate.

Clerk

12. Governing Body Issues

(a) *Membership update*

As discussed earlier in the meeting there is now an LA Governor vacancy to fill, as well as a Foundation Governor vacancy. Both WSCC and the wider community can be reached out to, to hopefully fill both of these.

(b) *Governor training*

Standing item. All training opportunities have been shared.

(c) *Safeguarding Action Plan & NSPCC Safeguarding training update*

This has been covered earlier in the meeting.

(d) *Code of Practice – outstanding signatures*

The Governors present signed the document where applicable. Remaining signatures to be obtained at the earliest opportunity.

(e) *Prevent Training certificates & reading KCSiE 2025*

These will be chased as per the discussion earlier in the meeting.

(f) *Register of Business/Pecuniary Interests – outstanding returns*

Governors present completed the document where applicable. Remaining entries to be obtained at the earliest opportunity.

13. Chair's Actions

There were none.

14. Future Meeting Dates

F&R Committee - Tuesday 3rd February

Admissions Committee – Thursday 5th March at 7pm via Teams

F&R Committee - Thursday 19th March

FGB – Wednesday 13th May

FGB – Wednesday 10th June

FGB – **Wednesday 15th July** – this date change was requested by the Chair

Mrs Howson raised the recently cancelled Diocese training and asked if a rescheduled date was planned. As the Governance Officer post is still vacant there is no news on rescheduling the session yet. The same training is available at sessions in Hove if Governors want to attend that instead.

Mrs Bell was thanked for her efforts as the outgoing Clerk. Mrs Bell was very grateful for the card and flowers gifted at the end of the meeting.

The meeting closed 8.45pm.

Signed:

Date:

Chair of Governors