



MINUTES

DRAFT APPROVED

Full Governing Body Meeting

Wednesday 10th June 2026 at 6.30pm in School

Present: D.Miller (Chair), G.Kolter (Head), G.Mackinder, K.Howson, Fr. Mills, H.Tehrani, B.Francis, A.Raynos

In Attendance: R.Smith (Clerk),

Apologies: T. Huson, A Millward, N. Favell, K. Finch

Not Present: --

The Chair and Governors present recorded their condolences following the sad death of Aidan Favell.

Fr. Martin then opened the meeting at 6.37pm with a prayer and then invited those present to observe a minute's silence in memory of Mr Favell.

1. Apologies for Absence

Apologies had been received from Mr Huson and Mrs Millward.

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 13th May 2026*

The minutes from this meeting were approved and signed by the 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. This document will be helpful when recruiting for new Governors. The clerk requested that all Governors forwarded a photo and short bio, if they had not already, which would be used in the booklet.

ACTION Governors to forward a photo and short bio to be used in the booklet.
Clerk to circulate the previous booklet to all Governors.

All / Clerk

5. School Structure for 2026-27

The Headteacher (HT) introduced a draft letter to be sent to parents, entitled "Class Organisation for the Academic Year 2026-2027", which had been circulated to Governors with the agenda for the meeting.

Governors were informed that the letter had come about as a result of discussions at the previous FGB meeting. The HT acknowledged that the draft letter contained a lot of detail and stated that he had received feedback from Mrs Millward prior to this meeting that it may be beneficial to shorten it.

It was highlighted that the letter addressed the issue of how parents would be able to speak to their child's teacher in the playground, where those teachers work part-time.

QUESTION – A Governor asked whether it was clear how parents that don't do drop-offs would be able to speak to teachers, and whether there was a way parents could discuss matters of a sensitive nature with them? *The HT responded that this information could go into the letter, but there is also a back-to-school briefing where this is covered. He added that teacher email addresses were not given out to parents, and instead they are encouraged to contact teachers through the office.*

Governors raised that the section of the letter for Year 5 children may be confusing, as it appeared that they had three teachers but wasn't clear who the key contact would be. The HT suggested that this information could be presented in a table, with columns for key contacts and other staff.

The Chair suggested that it could be made clearer what to do if parents are unable to speak to the teacher in the playground, for example by contacting the office. He also suggested that the abbreviations needed to be expanded, giving the example of HLTA, and discussed whether the phrasing around apprentice teachers could be altered as parents could feel 'short-changed'. It was also suggested that the letter should make reference to the school's success at its recent OFSTED inspection. The HT agreed that it would be important to remind parents how experienced the apprentice teachers were.

Governor noted that the letter placed a lot of emphasis on Year 1, adding that parents would want to know who their child's teacher was and may not be interested in the detail given for other year groups. The HT responded that it may be better to take out the information for Year 1 and produce a separate letter.

QUESTION – A Governor asked whether the HT used AI, adding that co-pilot was good at modifying letters and it could be possible to ask it to put the information in the letter into a table. *Governors discussed that it was important to be careful when putting data and names into AI, and the HT was asked whether the school had co-pilot through school. The HT responded that the school did have the paid version and thanked the Governors for their feedback.*

The Chair discharged the item from the action list, stating that there was no need to bring the letter back to the FGB, suggesting that once the letter had been re-drafted, taking into account the discussions in the meeting, the HT may wish to ask Mrs Millward to look over it before distributing to parents.

6. Post Ofsted & SIAMS Marketing Plan

The HT advised Governors that the marketing plan circulated with the agenda had been created before half term, and most of the jobs had already been completed. An article had been sent to West Sussex County Times, and the school had boosted their Facebook post. Initial feedback from the latter indicated that the boosted post had reached individuals in Crawley and Horsham.

Governors discussed the best timing for boosting the post, suggesting that it would be sensible to do this just before the application forms are released. It was also suggested that asking people living outside of Cowfold to re-post it may increase its reach.

QUESTION – A Governor asked whether information could be included on the FoSPS stall at Cowfest. *The HT replied that there were three new banners on order so could take one of those, however the prospectus would not be ready, but they could investigate whether leaflets could be produced in time.*

QUESTION – A Governor asked where the three new banners were going to be located. *The HT advised one would replace the existing one, one on the railings at the playing fields, and one on the A272.*

The HT informed Governors that there was a half-page paid advert planned to go in Sussex Living over the summer, which cost £125 a month, and he planned to invite John Milne MP to visit after the summer holidays.

7. Pool Safety Considerations – Update

The Chair introduced this item, summarising the background to it. He highlighted the following:

- The HT had noted that the WSCC policy had changed with regards to lifeguarding
- The guidance was different for school swimmers to public swimming
- Fully qualified lifeguards were now required
- The HT had arranged training, but the trainer had said the pool wasn't suitable for training
- The HT had approached the Parish Council for a one-off grant to go towards the air source heat-pump.

The HT advised that this had been discussed in detail at a previous Finance & Resources Committee meeting and following that he had contacted the legal team at WSCC for advice regarding responsibility for the pool, who confirmed that it was the school's responsibility. The Chair added that this meant that the FGB and Chair were ultimately legally responsible. The HT agreed that it was important to be cautious, noting that the Premises Officer had attended further meetings with WSCC and this training issue that was also affecting other school pools. The HT advised that he was working towards getting the pool open for public swimming as soon as possible.

QUESTION – A Governor asked whether there would be swimming ahead of the summer holidays. *The HT advised that he now had a new date and assessor who has the right equipment to carry out the training in the school's pool and was hopeful to open for public swimming by the summer holidays. The Chair confirmed that all risk and compliance requirements would be met before the pool opened.*

QUESTION – A Governor asked whether pupils were swimming. *The HT replied yes, the trainer was able to do a one-day course on 5 May so pupils were swimming.*

QUESTION – A Governor asked whether there was any additional costs now that they were aware they are fully liable. *The Chair responded that the school was always fully liable, and that there was a clear audit trail of the steps that had been taken to ensure they were compliant.*

QUESTION – A Governor asked for more information regarding the grant from the Parish Council. *The HT informed Governors that the pool had previously been underwritten by sports funding, but this was now ending so money would be needed from other sources to enable it to continue.*

Governors discussed whether the marketing plan could include the pool, and the HT suggested that it could be advertised at Cowfest.

QUESTION – A Governor queried whether the Parish Council would want to see that the school is doing its own fundraising before they would consider any further funding in the future. *The HT advised that it would be reasonable for the school to*

advertise the pool and try to raise money itself, before approaching the Parish Council again in the future if there was a shortfall.

The Chair suggested that it may be helpful to make the Pool Update an regular item on the agenda moving forwards and asked that it be on the agenda for September.

ACTION – Pool Update to be added to September’s agenda.

Clerk/GK

Governors discussed various methods of raising money, suggesting asking for donations from Cowfest, Co-Op funding, Horsham Community funding, and Crowdfunding, as well as advertising on the Horsham Notice Board on Facebook.

8. Academy status review

The Chair provided background information for this item, highlighting the following:

- Approximately 2 years ago there was a push from WSCC for schools to gain Academy status
- There was no benefit found for the school at that time
- It was helpful to keep this as an item on the agenda to review it annually
- Nothing had changed with this position at this time, but this may change in the future.

The HT added that this was investigated thoroughly 2 years ago, and it was agreed that it would be reviewed in June each year. Since the last time it had been looked at Forest and Collyers had set up an Academy Trust, however, there didn’t seem to be any benefit of joining at this time. The HT added that if the school were to join an Academy chain it would need to have a majority of Christian trustees or would need to prove to the Diocese that it was a last resort to join a trust without that majority, adding that the Diocese had its own Academy chain.

The HT advised that Academies were not the only way of working in partnership with other schools, informing Governors of the Horsham Schools Partnership which enabled schools to share resources and training at a cost of £10 per pupil. There was also a Diocese event in Burgess Hill which encouraged smaller village schools to work collaboratively, and that forming Federations was an alternative to joining Academy’s.

A Governor commented that if the Governing Board was disbanded when a formal federation is formed then there was not much difference to an Academy. The HT responded that Federations stay smaller, whereas Academies were always growing. A Governor added that they felt there was a risk of losing the autonomy of being a small village school if there was a move in this direction. The HT added that he wanted to ensure Governors were aware of what existed, so that all options could be considered in the best interests for St Peters.

QUESTION – A Governor asked what Hurst Academy Trust could offer. *The HT advised that there was a cost-saving, with the Chair adding that the school might eventually lose its own HT or FGB, and there didn’t appear to be a benefit for the school at this time. The HT advised that for some schools it was right for them to join, and that there were some benefits, such as support for inexperienced teachers, which St Peters didn’t require at this time.*

9. Policies

For ratification (NEW POLICIES)

- a) *Mental Health & Wellbeing Policy (inc. DfE Charter to join)*
- b) *Managing Sickness & Absence Policy*

For approval (Available from Clerk upon request)

- a) *Equality Impact Evaluation Report*
- b) *Equality Policy*

All policies were approved.

ACTION - Policies will be finalised, saved in school and uploaded to the website where appropriate.

Clerk

10. Governing Body Issues

(a) Governor training

Standing item. All training opportunities had been shared. No further training needs were identified at this time.

11. Chair's Actions

There were none.

The Chair informed those present that he would be standing down as both Chair, and a Governor after the final meeting of the year, in July. Governors thanked the Chair for the time and commitment he had given to the school during his time as a Governor.

12. Future Meeting Dates

FGB – Wednesday 15th July

Joint staff & governor INSET Day – 12:30pm to 3pm on Friday 23rd October

The meeting closed 8.02pm.

Signed:

Date:

Chair of Governors