

P R E S E N T :-

Mr G Sainty (in the Chair)

Mrs G Clark, Mrs E Devine, Mrs L Devine, Miss J Nagy, Miss S Norton, Mrs C Roberts, Mr P Tansey and Mr G Uney.

Clerk to the Governing Board – Ms S Trulio.

1553 **WELCOME AND INTRODUCTIONS**

The Chair welcomed those in attendance to the meeting.

1554 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Mr T Cook.

No apology was received from Mrs C Gordon.

1555 **CONSENT FOR ABSENCE**

RESOLVED: a) that consent be given to Mr Cook for his absence from this meeting;

b) that consent not be given to Mrs Gordon for her absence from this meeting.

1556 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other urgent business.

1557 **TRAUMA INFORMED PRACTICES**

The Headteacher had completed her Trauma Practitioner accreditation. Mrs K Hutchins, teaching assistant (TA) would be undertaking her assessment the following week. Whole staff training had been delivered, and Mrs Clark had completed Senior Leadership Team (SLT) training.

The principles of trauma were now embedded into the school's ethos and values and had been linked together succinctly to run through the curriculum. External providers had commented positively that it was evident. The next step would be delivering ongoing training for staff. The Headteacher and Mrs Clark had undertaken nurture training with the local authority however, it was felt that the trauma training was more in depth and detailed. The Headteacher would send governors the PowerPoint slides from her presentation after the meeting.

The school was also trialling an intervention for writing as lots of pupils in the school found writing overwhelming. This used similar regulation techniques to the trauma training. It was hoped to have an impact on all pupils and would be rolled out across the school. **A governor questioned whether pupils had noticed a difference and whether they were able to articulate this.** The school had recently completed a survey and pupils had been very positive and were confident that they knew who to talk to. One thing that had come through in the survey was that pupils wanted more time to talk to adults in the school day. Pupils had been asked what this would

look like and they had made suggestions such as time to talk in a morning, connection caterpillars for worries but also for celebrations and achievements, staff making more of an effort to connect with pupils around school and teachers working with a variety of pupils where they could. The Headteacher felt that if the questionnaire was now to be repeated, there would be an improvement. **A governor asked if something could be added to the governor visit form so governors could look out for certain things and use certain vocabulary during their visits.** They could also potentially comment on being able to see these trauma informed practices in action.

RESOLVED: that the Headteacher would share the PowerPoint slides from her presentation after the meeting.

NOTE: Mr Tansey joined the meeting at this point.

1558 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

1559 **MEMBERSHIP**

Mrs E Devine would be stepping down from the board at the end the academic year. Governors offered their thanks to Mrs Devine for her support and contribution during her tenure as governor.

A Parent governor election would be held in the autumn 2025 term and Mrs Roberts would stand again for election. A discussion was held regarding the number of parents on the board and various options were considered.

RESOLVED:

- a) that governors were asked to consult the membership details held and update their details if any changes were to be made;
- b) that governors acknowledged that there were no vacancies on the governing board;
- c) that Mrs E Devine's term of office as a Parent governor would end on 20 November 2025;
- d) that Mrs E Devine would be resigning from the board at the end of the academic year;
- e) that Mrs Robert's term of office as a Parent governor would end on 20 November 2025;
- f) that a Parent governor election be held in the autumn 2025 term.

1560 **TERMS OF REFERENCE**

Governors discussed that the terms of reference for the Performance Management Committee needed to be updated as they were not relevant. They should include the performance management of the Headteacher, decisions on Upper Pay Scale (UPS) staff and the element of finance should be removed. The Chair would rewrite them and present them for approval at the autumn 2025 term meeting.

The Health and Safety Committee had reformed. They had reviewed the current terms of reference and deemed them suitable. They would be presented at the autumn 2025 term meeting for approval.

RESOLVED: that the terms of reference would be amended as agreed and presented for approval at the autumn 2025 term meeting.

1561 MINUTES

RESOLVED: that the minutes of the meeting held on 13 March 2025 be confirmed and signed by the Chair.

1562 MATTERS ARISING FROM THE MINUTES

Minute 1533 – Report of the Headteacher

It had been noted previously that the Maths and English subject leads would be invited to the summer 2025 term meeting and a governor queried why they had not. The school had prioritised trauma informed practices and therefore they could be invited in the autumn 2025 term. Governors agreed that they would like to meet with the English lead in the autumn 2025 term.

A governor queried whether the school council would still meet with governors. It was advised that this was planned for the next academic year.

A governor enquired whether anything was happening with the boiler. It was confirmed that it would be left alone for the time being.

A governor asked about the pupil/parent/staff voice and whether governors could review the data and possibly add some questions of their own. This was agreed however, governors needed to be mindful of the need to keep it simple as the process of analysing was quite time consuming. **A governor questioned how the results were analysed.** It was advised that it was done using a Google Form. The Chair noted that governors should see the numbers but that the comments were more for the school. Governors only really needed to know if there were any patterns. This was what was usually included in the Headteacher's report.

The Headteacher shared that the school had been awarded just over £16,000.00 from the capital grant for Special Educational Needs and/or Disabilities (SEND). This was being used to convert two more classrooms to extend the Enhanced Resource Provision (ERP) which would generate more income and hopefully bring the budget out of deficit.

RESOLVED: a) that the English lead would be invited to the autumn 2025 term meeting of the full governing board;
b) that governors would meet with the school council in the next academic year.

1563 GOVERNOR ACTIONS

Minute 1531 – Governor Actions (previously minute 1453)

The meeting on policies had been held and changes were currently being made. The list of policies would be shared with Chair and Vice Chair over the summer 2025 break and then added to the terms of reference in the autumn 2025 term for approval.

Minute 1540 – Governor Visits

The Chair had not yet sent out the governor visit form out to all governors. The Headteacher and Chair would meet to review this first.

- RESOLVED: a) that the list of policies would be sent to the Chair and Vice Chair prior to being added to the terms of reference for approval;
- b) that the Chair and Headteacher would meet to review the governor visit form prior to it being sent to governors for comment.

1564 **COMMITTEE MINUTES**

RESOLVED: that the minutes of the meeting of the Finance and Resources Committee held on 15 May 2025 be received.

1565 **REPORT OF THE HEADTEACHER (INCLUDING SAFEGUARDING REPORT)**

The Report of the Headteacher was considered and the following highlighted:

The school now had seven mainstream classes and an additional two ERP classes. An Early Careers Teacher (ECT) would be moving into their second year in the next academic year. The school currently had 10 teaching assistants (TA) and one wellbeing officer. There had been no resignations. Initially, there had been two TA vacancies however, with the additional ERP class and an increase in the number of pupils with an Education, Health and Care Plan (EHCP), the school had actually taken on three new TAs.

Attendance was in line with the national average. Early Years Foundation Stage (EYFS) parents were very aware of the statutory school age and used this to their advantage. Most absences were due to term time holidays. The school did receive some requests for pupils to go on sports camps during term time however, these could not be approved in line with local authority policy. The school had looked into blips in attendance and there had been three across the last year. One in winter for illness, one in spring following the residential when pupils and staff had caught a bug and one in summer due to term time holidays.

A governor enquired how long the service pupil had been at the school. It was confirmed that they had been there for some time however, the parent was no longer in service, and this meant the pupil was Year 6 and the school received minimal funding.

Pupil numbers had increased by 10 since summer 2024. Numbers were static with 20 pupils confirmed for September 2025 in mainstream and five in the ERP. **A governor queried what the reasons were for pupils joining in year.** It was advised that there were various reasons such as moving into the area as well as the school's reputation for supporting additional needs and EHCP pupils. There had been an increase in workload for Mrs Clark however, a member of teaching staff had now been given one afternoon per week to help with the SEND workload.

Curriculum responsibilities had not changed. The school had received support from the English Hub, STEM project, Trauma UK and the Maths Hub. They had also received outreach from special schools and Nurture UK.

A governor highlighted school vision and the commitment to become an outstanding school and questioned whether this was something that a governors' working party could review. The Headteacher felt that the vision needed to be tweaked in line with the work that had been done. It had been created prior to the Headteacher's appointment and the direction of the school had changed. Governors agreed that this needed to be reviewed. Staff would look at it first and bring it back to governors at a future meeting.

Subject leader updates had been provided as part of the report. Governors agreed that this was good way to share this information, and it was agreed that it would be included in all future reports. **A governor asked about digital floor books and what the purpose was.** It was advised that many subjects had physical floor books and an example of this was shared with governors during the meeting however, it was felt that a digital one was needed for computing. It would be a PowerPoint learning journey. It was a way to reduce workload for staff, and it was a shared work for the pupils and helpful with their learning and retention.

A governor enquired whether the STEM partnership was coming to an end. The Headteacher advised that the school would be taking things away from this and moving forward with relationships developed and things learned.

A governor questioned when the data predictions would be converted into actual results. The Standards Assessment Tests (SATs) results would be released the following week and then the data pack would be available in the autumn 2025 term. The Writing and Phonics scores were actual. The Headteacher highlighted that 63 percent of pupils had passed the Phonics screening however, this percentage included non-verbal pupils in the ERP who had been required to take the test. If they were removed from the data, it would be 80 percent. **A governor challenged what the school had done differently to go from 64 percent in the academic year 2023-2024 to 80 percent now.** In short, the school had more pupils however, there were other factors such as the scheme was now more embedded and interventions were now in place.

A governor asked what the structured spelling programme was. It was advised that it was not a scheme, it was just how spelling was approached in the classroom. Words were planned out for each year group to cover throughout the year and there were different objectives for each week. The aim was to help pupils learn the words better and be able to use them in other aspects of their work such as writing. It was not a different scheme, it was just a different approach, and it was research based. There was still significant work to be done on spelling.

The local authority was proposing a new calendar from 2027 with different half terms and the Headteacher believed this would have a positive impact if it were to go ahead. Half terms would be two weeks, and summer break would be five weeks. The local authority would confirm if this would go ahead.

A governor enquired about behaviour at lunchtime and how the staff were managing this. It was advised that it was difficult as midday supervisors were not in school and did not know the pupils well. The school was proposing to change TA working hours so they covered some of lunchtime. This would increase the number of adults at lunchtime and it would be adults who knew the pupils better. Next year, the school planned to use Sports Premium funding to buy more equipment for playtimes such as scooters and a new sandpit.

The school had a strong safeguarding team that met weekly. Child Protection Online Management System (CPOMS) was used regularly and there were no significant concerns to report. The Safeguarding Audit had also been completed and shared as part of the agenda.

Extra-curricular clubs were offered by the school however, there was not a significant uptake. The most successful club had been Science Club and the school would be buying that in again next year. Pupils were not keen on sports clubs as many of them already attended sports clubs outside of school. **A governor questioned whether the school could identify which pupils did not attend any clubs, either in or out of school.** This could be done through a survey.

A governor enquired when forest school would be established. The staff member was completing training this year, and it was hoped to start rolling it out in the next academic year, with a full offer in place by the end of next academic year. It was felt that it would make a difference for all pupils and could be attractive to potential future families.

The school currently had an eight place Service Level Agreement (SLA) for the ERP however, they had now increased to 14 places which increased income for the school. The ERP doing was very well and there had been a number of visitors coming to look at best practice.

A governor asked whether the school had a mobile phone policy. It was advised that they did not have a singular policy however, it was included in other policies. Pupils did not really have their phones in school however, some of the older pupils did bring them for walking home.

A governor queried whether there had been any progress with the local authority in terms of the front desk. It was advised that they had agreed a plan, but no work had commenced as yet. The Headteacher continued to chase this up.

The local authority had suggested that the school reduce their Published Admissions Number (PAN) to 20 pupils however, the school had argued this was not appropriate as they were currently predicting 20 pupils or more for future cohorts. The PAN was currently 30 pupils. There were schools with higher PANs in the local area taking in less pupils. Thorngumbald Primary School was the only school in the area maintaining numbers where others were reducing. The school would continue to work with the local authority and participate in ongoing PAN analysis. The school recognised the need to address high surplus figures however, they would advocate for local flexibility to reflect individual school context and community need. The school's recommendation was to maintain their current PAN and review the position annually in line with updated local data.

RESOLVED: a) that the Report of the Headteacher be received;
b) that the school vision be reviewed with staff and presented to governors at a future meeting.

1566 **SCHOOL DEVELOPMENT PLAN (PROCESS)**

The suggested process for the School Development Plan was for the full governing board to receive it in the autumn term for information. There would be oversight and scrutiny at committee meetings throughout the academic year and any summary updates or escalations would be brought to the full governing board as required. The plan was also currently a one year plan and the school were proposing a three year plan moving forward, with short and medium term goals that could roll on. This was agreed and the new plan would be presented at the next meeting of the full governing board. **A governor enquired whether governors would be involved in the development of the plan.** It was advised that they had not been in the past. The Chair suggested that the draft plan be sent around to governors for comment and feedback prior to the autumn 2025 term meeting. This was agreed. It would also be discussed at the committee meeting in the autumn 2025 term.

RESOLVED: a) that the School Development Plan process be agreed;
b) that the draft plan be circulated to governors for comment and feedback prior to the autumn 2025 term meetings.

1567 COMMITTEE UPDATE

Finance and Resources Committee

The committee had received an update on the current School Development plan and were waiting for a date for curriculum day. The budget had not been approved at the meeting as it had been in deficit at the time.

Health and Safety Committee

The committee had met and reviewed the terms of reference. They had also had a tour of school and identified any actions outstanding. The Headteacher was currently writing the minutes from the meeting. The Clerk advised that it was not appropriate for the Headteacher to take minutes from meetings, and it was agreed that governors from the committee would take minutes in rotation moving forward. The minutes would be shared as part of the agenda for full governing board meetings. Mr Uney had been elected Chair of the Committee and Mr Tansey had been elected as Vice Chair. This was approved by the board. The Caretaker would be brought on as an associate member of the committee and there would be a vacancy following Mrs E Devine's resignation from the board which would be addressed in the autumn 2025 term.

RESOLVED: a) that the committee update be received;

b) that governors on the Health and Safety would take minutes from the meetings in rotation;

c) that the minutes from the meetings would be shared as part of the agenda for full governing board meetings;

d) that membership of the Health and Safety Committee would be addressed in the autumn 2025 term.

1568 HUMAN RESOURCES (HR) SUPPORT

Human Resources (HR) had now separated their SLA from Health and Safety and as a result, the cost had increased. The Headteachers within the cluster were all very unhappy with the local authority HR support and were looking into options as a cluster for additional support. Unfortunately, the local authority would not provide a breakdown of their support so it would be difficult for the Headteacher to seek like for like support elsewhere. **A governor enquired whether the school were receiving the service stipulated by the SLA.** It was advised that they were not however, they were tied into the contract. Thorngumbald Primary School and four others within the cluster were now all looking together for additional HR support. **A governor asked whether the school had taken their complaint higher within the local authority.** It was confirmed that they had and that there had still been no resolution. Governors noted that there should be a process to follow if the school was not receiving the service they were paying for. The Headteacher did not want to lose significant services such as payroll by leaving and it was therefore hoped that the implication of multiple schools complaining would start to make an impact. The school currently only had a business manager one day per week which meant that most of the responsibilities fell to the Headteacher.

RESOLVED: that the HR support update be received.

1569 FIVE YEAR BUDGET PLAN

The five year budget plan had not been approved by the Finance and Resources Committee as it had been in a deficit at the time of the meeting. There had been

some changes since then and the budget was no longer in deficit. An updated budget would be provided in the autumn 2025 term for approval.

RESOLVED: that the five year budget update be received.

1570 APPRAISAL POLICY

RESOLVED: a) that the Appraisal Policy be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

1571 DOMESTIC ENERGY REDUCTION SCHEME

RESOLVED: that the Domestic Energy Reduction Scheme not be approved and adopted.

1572 GOVERNOR SKILLS MATRIX AND PLAN

Not all skills audits had been submitted to Mrs L Devine, and she confirmed that there were three outstanding. It was agreed that those outstanding would be completed by the end of the academic year and the results presented in the autumn 2025 term.

RESOLVED: that the outstanding governor skills audits be completed by the end of the academic year.

1573 GOVERNOR VISITS

The following governor visits had taken place:

Mrs Roberts had met with Mrs Perry about spelling and would arrange to meet with the Phonics lead. Positive changes were being made.

Mrs L Devine had completed a SEND visit. She had met with Mrs Clark and discussed trauma informed training and EHCPs. Mrs Devine had also visited the ERP as part of her visit. The SEND register had been reviewed and any trends had been discussed. They had also reviewed the ethos and STAR values and how SEND was at forefront of everything. Curriculum support and adaptations were in place for those pupils as well as support for parents. SEND coffee mornings had not happened this year however, it was hoped to reintroduce those next year with more of a focus/theme for each one.

RESOLVED: that the governor visit reports be received.

1574 GOVERNOR TRAINING AND DEVELOPMENT

RESOLVED: that all training details were available on the CPD websites.

1575 REVIEW OF ACTIONS

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

1576 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on the following dates:

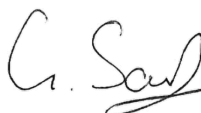
Finance and Resources Committee

Thursday 16 October 2025 at 5.00pm;
Thursday 12 February 2026 at 5.00pm;
Thursday 14 May 2026 at 5.00pm.

Full Governing Board

Thursday 4 December 2025 at 5.30pm;
Thursday 5 March 2026 at 5.30pm;
Thursday 25 June 2026 at 5.30pm.

NOTE: Miss Nagy left the meeting at this point.



Chair's Signature – 4 December 2025