
School: Ravenshead C of E Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Tuesday 24 March 2026 at 6:00pm
Location: At the school (and/or virtual/hybrid platform)

Membership
'A' denotes absence

	1 x Foundation vacancy
	Mrs S Page
	Mrs N Thomas (C)
	2 x co-opted vacancies
	Mrs J Castle
A	Mr N Brown
A	Miss A Sutcliffe
	Mrs S Henson (VC)
	Mrs S Cope
	Mrs E Johnson (HT)
A	Mrs S Keightley
	Mrs G Bodill
A	Mr A Warsop

In attendance Mr D Silcock (clerk to the governors)

GB/01/26 Opening Prayer

The meeting opened with a prayer led by Mrs Johnson

GB/02/26 Apologies for absence

Action

Apologies for absence were received from Mr Brown, Miss Sutcliffe, and Mrs Keightley. Mr Warsop was also absent.

It was

resolved

that the governing body consent to the apologies for absences.
Mrs Thomas will contact Mr Warsop.

C

GB/03/26 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/04/26 Review of membership and terms of office ending in the next 12 months

Question: Any update on Rev Byrom's replacement? No, we may have more information in autumn.

It was

Resolved

Mrs Page is re-appointed co-opted governor.
Mrs Castle will be standing down at the end of summer term.
Mrs Thomas will be leaving the GB at the end of summer term.
Governors discussed succession planning.

		Action
	It was Resolved Mrs Cope is appointed co vice-chair, to take over as chair in autumn term. Mrs Johnson will email Alison Jacobson to ask for foundation governor nominees. Mrs Bodill will provide details for potential parent governors from the autumn election applicants.	HT SBM
GB/05/26	Approval of minutes of autumn term meeting and any additional special governing body meetings The minutes of the autumn term meeting held on 4 November 2025 having been previously circulated were confirmed and signed by Mrs Thomas. <i>Review of actions</i> GB/49/25: Governor declarations have been completed. GB/58/25: The action plan has been updated.	
GB/06/26	FGB accountability - receipt of minutes and approval of policies from committees and working parties <i>Review of actions from committees</i> MC met on 24.2.26. SDC met on 3.2.26. All actions are covered.	
GB/07/26	Holding executive leaders to account: <i>Summary of Headteacher's report</i> Mrs Johnson had sent her report to governors to prepare questions; the revised format now aligns with the Ofsted framework. Additionally, the SLT include Ofsted in their weekly agenda, their discussions feeding into the HT report. Question: Could we have an update on staff absences? The situation has been awful, with 7 medical absences including 4 on long term absence. Challenge: What are the causes? Some are down to stress and Wellbeing at home/school. Challenge: Impact? The impact has been huge. A lot of TA's provide 1:1 so their absence must be covered by supply. The cost to finance has been expensive and is money we cannot really afford. Question: Is the staff absence situation improving? Yes, but the finance cost is permanent. Miss Sutcliffe is moving schools. We received a lot of interest for her post, including from an Early Years supply teacher. Teaching & Learning: The QAR inspection findings were positive. KS1 has challenges but the inspection proves we are performing well, particularly in education. Attendance: Above national. The SLT now meet half termly to discuss attendance. Children are looked at in detail, allowing us to target individuals. SEND: Numbers reducing, some children having moved on. We work through SEND data to ensure the provision of correct plans and outside support where required. Challenge: Miss Sutcliffe will be missed. Is there a plan to recruit another SEND specialist? The external advert received a lot of interest, including 17 requests to visit school.	

Challenge: We had 2 SENCO's with Alex, and Sarah. Will Sarah be ok on her own? We must wait and see what happens. Mrs Johnson will cover Early Years lead for summer, and we will have the new recruit ready for autumn.

Challenge: Will cost reflect on the appointment? We will take all applications at face value. Alex has spent 5 days in her new school and will support us with similar time through summer term. Alex would be allowed to support us in Ofsted as a nominee.

Question: Do numbers on roll refer to our current offer or a new PAN? Our PAN is 45 but we can take more. This was discussed in committee.

Challenge: What is being done to reduce persistent absences? We work with children and families to understand the best support to provide. We have 2 children on part time and flexible attendance patterns. We work with Sherwood Area Partnership who support part time attendees.

Challenge: Could you give governors a safeguarding summary? The last check was on 10 March, 2026. Sam Dennis visits in summer to audit the SCR.

Question: The QAR was reported as positive. Could we have more detail please. Early Years provision was criticised for being overly play based. The auditor was not too keen on our curriculum, but this was partly subjective. Handwriting was criticised for not always using desks as small children are happy to lay down and write.

Challenge: How do we know the best way to teach handwriting? We do what is right for our children.

GB/08/26 **Overseeing Financial Performance - Financial reporting**

School budget

The LA visited last Thursday.

Challenge: Could we increase the budget? Via F1 provision, but we have to offer the area alternative provision, and the Early Years provider has been on site for many years.

Mrs Bodill will re-visit the figures and report to the MC meeting of 28.4.26.

It was

Resolved

To delegate budget approval the MC meeting of 28.4.26.

SBM

MC

Scheme of Delegation 2025/2026 (if not already agreed)

Completed.

Schools Financial Value Standard (SFVS) for 2025/2026

Completed.

Year-end re-forecast

See above.

Services for Schools - Buy Back of NCC Services

Completed.

GB/09/26 **Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff**

Mrs Johnson meets with governors on 16.4.26. Staff appraisals are in regular review.

GB/10/26 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

Mrs Thomas completed an audit on 10.3.26 and checked the records. The SCR was also checked.

Everything was detailed and maintained to a high standard.

GB/11/26 Corporate Director's reports

Governor actions/referral to a committee

Spring term Reports: DfE Attendance targets. Schools will be given individual minimum attendance improvement targets, based on location, pupil needs, and deprivation.

Action for Governors:

- 1) Governors should familiarise themselves with the Attendance Baseline Improvement Expectations (ABIE) for their school and the actions to achieve the target.
- 2) Check with a member of the LA Education and Attendance Team if school has access to the Targeting Support meeting.
- 3) Ask SLT to consider if school would benefit from support via the Regional Improvement for Standards & Excellence (RISE) Attendance and Behaviour Hubs programme.

GB/12/26 Communication received and updates

From clerk - Governor Newsletter first spring term edition

Governor newsletter issue 1 Spring term 2026

P2) KCSiE. Input from schools to Zain Iqbal on improvements to the audit tool please.

P3) HR update on actions for Governors around HT absence support.

P6) Complaints. Read and adopt the standard Complaints Policy. Please contact Governor Services as a strong stage 1 response can prevent escalation. If advice and guidance is not purchased, some support will still be available.

P9) Guidance on what maintained schools must or should publish online.

P10) Recording Governor visits on Ghub. Please find time to visit Ghub, Governing Board, Effectiveness. Governors can complete their skills audit, register compliance, and log visit reports. Highly recommended.

Governor newsletter issue 2 spring term 2026

P2) Child Protection/Confidential Files Audit – update & guidance

P3) Finance update

P5) Governor Learning & Development Package. Includes training for Complaints, HT APR and recruitment.

P8) Ofsted Inspection – Governor Roles

P8) Governors & Complaints process. Please adopt the LA policy and always contact Governor Services at an early stage in the process.

P10) Mobile phones - DfE update.

P11) Website compliance checklist on Ghub

GB/13/26 Report from training co-ordinator including review of governor training audit and training requirements for 2026/2027

Governors will continue with their link roles, pending an update. Governors meet tomorrow to discuss the action plan.

GB/14/26 General Data Protection Regulations

Nothing to report.

GB/15/26 Review of all recent governor monitoring visit reports in line with the 2025 Ofsted inspection framework (Safeguarding, SEND, PP and LAC plus link governors to School Improvement Priorities)

Governors visited for OPAL, Safeguarding, EYFS, and other areas of school.
Reports are filed on Ghub
Mitre will review their offer in 12 months when finance information is complete for 2026/27.

GB/16/26 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors meet tomorrow to revise the governor action plan. This is linked to the SIP, and Ofsted framework.
Challenges on the budget and ways to reduce costs were discussed and will be on the MC agenda for 28.4.26.

GB/17/26 Confirmation of dates for 2026/2027 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Summer term – Tuesday 2 June 2026 – at 6:00pm
Autumn term 2026 – to be agreed
Spring term 2027 – to be agreed
Summer term 2027 – to be agreed

GB/18/26 Determination of confidentiality of business

It was

resolved

That membership details, HT report, and items where noted are confidential.

The meeting closed at 7:30pm.

Signed (chair) Date