

MINUTES OF MEETING

School: Ravenshead CofE Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday 4 November 2025 at 6pm
Location: At the school (and/or virtual/hybrid platform)

Membership
'A' denotes absence

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

In attendance Mr D Silcock (clerk to the governors)
Mrs L Bennison (clerk to the governors)

GB/48/25	Apologies for absence	Action
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Apologies for absence were received from Mrs Thomas, Miss Sutcliffe, and Mr Warsop.

It was

resolved

that the governing body consent to these absences.

GB/49/25	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Confirmation of completion of governor annual declarations (updates to school website and GIAS)

Mrs Keightley sent reminders for governors to complete their declarations and acknowledge on Ghub.

Actions for governors

GB

Review and sign 2025/2026 Register of Business Interest

Review and sign 2025/2026 Declaration of Eligibility

Review and sign 2025/2026 Governor Code of Conduct

GB/50/25	Review of membership and terms of office ending in the next 12 months (confirm completion of DBS and section 128 for new governors)
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Rev Byrom informed governors she will be moving from Church in January 2026. A replacement will be nominated. Governors thanked Rev Byrom for her outstanding support to governance, and to the wider school community. Memberships for Miss Sutcliffe and Mrs Page expire in summer term. To be discussed at spring term GB meeting.

agenda

GB/51/25 Approval of minutes of summer term FGB meeting(s) and any special governing body meetings

The minutes of the summer term meeting held on 3 June 2025 having been previously circulated were confirmed and signed by Mrs Hunt.

Review of actions

Completed, or on the agenda.

Confirmation of completion of annual planning documents - policy check list and annual planner

Noted.

Approval of 2025/2026 scheme of delegation

Completed.

GB/52/25 Receipt of minutes and approval of policies from committees and working parties

Review of actions from committee minutes

SDC met on 15.7.25

MC met on 7.10.25

Approval of policies (including model policies provided by NCC if available):

Approval of updated Child Protection Policy

Approval of updated HR Pay Policy

Approval of new Complaints Policy

MC: The budget was discussed in detail. Finance is very tight with only a small carry forward. Governors thanked Mrs Bodill for maintaining a balanced budget.

GB/53/25 Overseeing Financial Performance - Financial reporting

Schools Financial Value Standard (SFVS) 2025/2026

Due by March 2026.

Year-end re-forecast

See MC minutes.

Governors' Year End Financial Statement for 2024/2025 (including the Committed Balances Return 2024/2025) for information

See MC minutes.

GB/54/25 Holding executive leaders to account:

Summary of Headteacher's report

Mrs Johnson had circulated her report for governors to prepare questions. A lot of issues have been discussed in committee.

Governors' questions and challenge

Challenge: We recorded 22 penalty notices. What are the reasons for this amount? All schools are recording increased numbers of fines. They create a lot of work for the office.

Challenge: Any problems from parents? Probably when repeat offenders face the escalation of sanctions.

Challenge: Behaviour? We had a high number (10.5 days) of fixed term exclusions last term, leading to a permanent exclusion. Governors were to meet and confirm the HT decision, but the LA stepped in and re-allocated the child to special provision.

Challenge: Any extra support for school? The LA are aware of our problems and high levels of SEND children, but no extra funds were allocated. Miss Sutcliffe and Mrs Soley now sit on assessment panels.

Challenge: Has behaviour improved? School is much calmer this term now that certain children have moved.

Challenge: How are mixed classes working? We have mixed classes up to Y4. Some planning issues arising have been worked through and we are meeting our targets.

GB/55/25 Update on appraisal process for headteacher

Confirm external adviser for first meeting in Autumn term

The LA supplied adviser is Helen Marshall. The scheduled meeting was cancelled and will now be held on 16 December 2025.

Confirm/appoint appraisal governors – confirm governors have completed training

Appraisal governors are Mrs Page and Mrs Hunt.

GB/56/25 Receive and scrutinise headteacher's annual report on whole school appraisal process

Ensure effective appraisal arrangements are in place for all teaching and non-teaching staff

Completed.

Confirm arrangements to consider headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy

Agreed at autumn Finance meeting.

GB/57/25 Update on headteacher and staff wellbeing

Challenge: Has Wellbeing improved? It is a lot better than last year, and we hope this trend is maintained. Teachers can provide increased focus on teaching and learning now behaviour is improved and we have a general sense of calm across school.

GB/58/25 Ensure clarity of vision, ethos and strategic direction, set by governors

Action - autumn term

Review and embed the vision, ethos and strategy of the school reflected in the School Improvement Plan (SIP)

The SIP format has been changed in line with the revised Ofsted requirements. An inspection is possible in summer term

P1: Safeguarding will be enhanced by scheduled staff updates and DSL training.

		Action
	Challenge: Any initiatives to report? We will hold a pupil survey later this year. P2: Inclusion. Driven by pupil progress meetings with research based on best practice and experience. We will create a curriculum that ensures enrichment for disadvantaged pupils. The SDC will consider the curriculum. P3: Curriculum & Teaching. We signpost teacher CPD to support creative actions. P4: Attainment: To ensure all children make good progress in core areas. P5: Attendance & Behaviour. The SLT conduct half termly reviews to identify children at risk of becoming persistent absentees. P6: Personal Development will be enhanced by curriculum adaptations. P7: Early Years. To continue working on Phonics and other key areas to prepare young children for learning. Leadership and Management is now Leadership and Governance. Governors will jointly write their action plan to support the increased focus on governance.	SDC
GB/59/25	Corporate Directors' reports <i>Governor actions identified from reports</i> Teachers Pay Award and Policy Updates Action for governors. To ensure all safeguarding is up to date, staff employee code of conduct has been signed and all staff and governors complete KCSiE, plus other actions as listed. Most of this would be delegated to the safeguarding link governor. Reduced Timetables Action for governors: To ensure any reduced timetable is suitable for the needs of the child and subject to regular reviews.	GB
GB/60/25	Safeguarding information for consideration and action: <i>Safeguarding Children in Education: self-audit tool 2025/2026</i> Mrs Keightley will collate evidence across all areas to complete the self-audit and action plan. Mrs Keightley and Mrs Thomas will meet to create a termly check to cover most areas across school life. <i>Confirmation that all governors have read <u>all</u> KCSiE 2025</i> Governors are requested to complete their declarations on Ghub. <i>Confirm new governors have undertaken safeguarding training as part of their induction, as required by KCSiE</i> Question: Will induction training for new governors include safeguarding? Almost certainly, but governors are advised to visit The Key which covers KCSiE in detail.	DHT/C
GB/61/25	General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including: No change from the summer report. We received 2 x FOI request, There were 2 x data breaches, both non-reportable. All GDPR policies, and staff refresher training are completed.	GB
GB/62/25	Communication received and updates <i>From Chair</i> Mrs Thomas is dealing with a complaint. <i>From Headteacher</i>	

Safeguarding Policy changes and the revised audit are welcome improvements.

From Clerk – Governor Newsletter key points and actions

Governor newsletter issue 1 Autumn term 2025

P2) HR updates, including teacher, and support staff pay awards

P4) Introduction from Zain Iqbal, Safeguarding Children in Education Officer

P7) Revised Writing framework. As part of their monitoring role, governors should ask:

- How is the school implementing the new framework?
- How are teachers supported to teach writing effectively?
- How is writing progress monitored?
- What opportunities do pupils have to write for real purposes?

P8) View Your Attendance Data

P13) Governorhub Knowledge is included in your package and offers multiple training options. Well worthwhile having a look.

GB/63/25 Pupil Attendance (if this has not been reported in the HT's report and scrutinised by governors, this should be a separate agenda item - Governors should be aware of the attendance rates for each group as per View Your Education Data)

On HT report. School will proactively identify and support families at risk of slipping into patterns of regular absences.

GB/64/25 Report from training co-ordinator

Governors are personally responsible for their training. The Ghub skills analysis has been completed.

Challenge: Can we receive Ofsted framework training? Mrs Johnson will facilitate this request.

SDC

GB/65/25 Required monitoring reports from all link governors – (including Safeguarding, SEND, PP and link governors attached to school improvement priorities)

Mrs Johnson has created an overview of school targets and governor skills, including visit reports. This information will be applied in allocating link governors to SIP areas.

HT

Governance will be a discrete Ofsted area. All expectations must meet the set criteria.

Challenge: Any concerns? Collaborating with other schools and the wider community is a weakness. Mrs Johnson will ask for volunteers for a working party.

HT

GB/66/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Challenges and questions. The governor action plan is adapted to meet governance needs, the Ofsted framework being the most recent example an a working party will consider areas for improvement.

GB/67/25 Confirmation of dates for 2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring term – 24 March 2026 at 6pm
Summer term – 2 June 2026 at 6pm

GB/68/25 Determination of confidentiality of business

It was

resolved

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

The meeting closed at 7:15pm.

Signed (chair) Date