

**MINUTES OF THE MEETING OF THE
ST. MARY'S & ST. SAVIOUR'S C OF E PRIMARY SCHOOLS'
LOCAL GOVERNING BODY
HELD ON 4 DECEMBER 2025
AT 4PM
BY VIRTUAL ZOOM**

Present: Venerable Ade Ademola
Joe Pitchford
Ruth Keane
Barry Hopwood
Iftakhar Latif
James Pawley
Rev. Vanessa Conant
Tom Thompson
Amir Lemouchi

Also Present:

Clerk to the Governors: Alison Brown

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.4	Election of staff governor to be completed	AB	Spring term
4.1.1	To note appointment Ven Ade Ademola as Chair of Governors for academic year 2025/26	AB	ASAP
4.2.1	To note appointment Iftakhar Latif as Vice Chair of Governors for academic year 2025/26	AB	ASAP
4.3.1	To note Appointment of Vanessa Connant as Lead governor for Safeguarding for academic year 2025/26	AB	ASAP
4.4.1	To note Appointment of Ruth Keane as Lead governor for SEND for academic year 2025/26	AB	ASAP
4.5.1	To note Appointment of Barry Hopwood as Lead governor for Curriculum for academic year 2025/26	AB	ASAP
7.1	To complete and return annual forms	All	ASAP
8.2.2	To send ISDR to all Governors	Heads/AB	ASAP

8.2.4	Provide breakdown of SEND pupils attending clubs at St Saviour's	JP	Spring meeting
8.2.7	To put PFA's at each school in contact	JP/TT	Spring term
8.12.2	Ofsted training to be provided to all Governors	AB	Spring term
8.13.2	To arrange Governor visits	AB/All	Spring Term

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Meeting commenced with a Prayer. The Chair welcomed everyone to the Meeting
- 1.2 Apologies for Absence were received and accepted from Beverley Hall and Hannah Smith
- 1.3 There were no Apologies for Absence not accepted.
- 1.4 There were no items to discuss under Any other Business/Confidential Items.

2. DECLARATIONS OF INTEREST

- 2.1 There were no Declarations of Interest noted.

3. LOCAL GOVERNING BODY

- 3.1 The Clerk confirmed membership of the Governing Body.
- 3.2 The election of Tom Thompson as St Mary's parent governor was noted for ratification at the board meeting
- 3.3 The election of Hannah Smith as St Saviour's parent governor was noted for ratification at the board meeting
- 3.4 A position for staff governor was noted for election in the spring term

ACTION: Alison Brown to schedule

4. APPOINTMENT OF OFFICERS

- 4.1 Election of Chair for the academic year 2025/2026
- 4.1.1 Amir Lemouchi nominated Venerable Ade Ademola as Chair. This was seconded by Vanessa Conant. There were no other nominations received for this role.
The Local Governing Body appointed Venerable Ade Ademola as Chair for the academic year 2025/2026.
- 4.2 Election of Vice Chair for the academic year 2025/2026
- 4.2.1 Ven. Ade Ademola nominated Iftakhar Latif as Vice Chair. This was seconded by Amir Lemouchi. There were no other nominations received for this role.
The Local Governing Body appointed Iftakhar Latif as Vice Chair for the academic year 2025/2026.
- 4.3 Election of Safeguarding Lead Governor for the academic year 2025/2026
- 4.3.1 **The Local Governing Body appointed Vanessa Conant as Safeguarding Lead Governor for the academic year 2025/2026.**
- 4.4 Election of the SEND Lead Governor for the academic year 2025/2026

4.4.1 **The Local Governing Body appointed Ruth Keane as SEND Lead Governor for the academic year 2025/2026.**

4.5 Election of the Curriculum Lead Governor for the academic year 2025/2026

4.5.1 **The Local Governing Body appointed Barry Hopwood as Curriculum Lead Governor for the academic year 2025/2026.**

5. MINUTES

5.1 The Minutes of the Meeting held on the 3rd July 2025 were agreed as an accurate record and signed by the chair

6. CHAIR'S ACTION

6.1 It was noted that the following Policies were agreed under Chair's Action:-

- Safeguarding
- Fire Procedures
- Pay policy
- Lettings
- Admissions

7. LOCAL GOVERNING BOARD ANNUAL FORMS 2025-2026

7.1 Governors were reminded to complete the Annual Forms.

ACTION: Alison Brown to all Governors

8. SCHOOL ITEMS

8.1 Head of School Report- St Mary's

8.1.1 Governors received a report on the Teaching and Learning review conducted at St. Mary's on 16 October by Sir Robin Bosher. Sir Robin noted the consistently impressive outcomes achieved by the school. He highlighted the consistency of high standards in Year 6 and described the Year 1 phonics outcomes as exceptional. It was noted that the curriculum is very well taught, with staff consistently engaging pupils through high-quality interactions. Leaders were recognised as highly effective in quality assuring provision in the Early Years and Key Stage 1, enabling pupils to make rapid and sustained progress.

Question: Were any areas of concern identified?

Answer: There are always recommendations for areas that we can improve. A suggestion was that a personal library for Pupil premium children was purchased to allow these children to keep a copy of each core text, which we are in the process of compiling. He also suggested spelling strategies for older children which are being implemented as well

Question: Is this visit a statutory visit?

Answer: Sir Robin previously worked for Ofsted and as a school advisor. He now works as an external consultant with a number of Trusts and attends to do visits like this to ensure we are where we need to be in various different areas

8.1.2 The ISDR was discussed with the headteacher noting that over the past three years disadvantaged pupils have consistently attained well above national figures across all benchmark measures. With 78% of Pupil Premium children passing SAT's compared to 46% nationally. This strong performance was attributed to the school's sustained focus on high-quality teaching, targeted academic support, and an inclusive culture that enables disadvantaged pupils to thrive.

Question: Is it possible to see the ethnic diversity at St Marys and how many children have English as a second language?

Answer: Predominantly the ethnic make up is white British at 34% with white other at 14%. The next largest make up is black Caribbean and black African both at 6%. The percentage of pupils with English as a second language is 16% and 10% pupil premium.

8.1.3 The Young Transformers programme continues to be a key part of the school's vision and practice. Activities this term included community litter picking, supporting local spaces, fundraising for Seeds of Change, producing a school newsletter, and an individual contribution to the Little Princess Trust. A range of curriculum-linked enrichment activities that promoted curiosity, confidence, teamwork, and community engagement, including a dinosaur visit, the Science Dome, Forest School, visiting speakers, and singing in the town square were also noted. The programme has also provided pupils with enriching sporting opportunities, including climbing, mud runs, forest school activities, Scoot Fit and the launch of a KS2 Saturday Running Club, further strengthening engagement and representation in sport.

8.1.4 The following behaviour incidents had been recorded this term

Group	Autumn Term	Spring Term	Summer Term
Suspensions (internal/external)	0		
Racial incidents	4		
Bullying incidents	0		
Harmful Sexual Behaviour	5		
Behaviour charts	4		
Pastoral Support Plans	3		

Question: Are the number of racist incidents higher than in previous terms?

Answer: Yes this is and obviously higher than we would like. The incidents involving the use of racist language or inappropriate discussions about race were swiftly investigated and addressed in line with school procedures.

Question: Do you think this is linked to external issues currently being high with social media etc?

Answer: There is obviously a higher national focus in the media on race at the moment. But due to the work that we do as a school around British values, tolerance and all of the work we do around our christian values and refugees and homelessness we are confident that this is a blip rather than a pattern emerging. The Hope lights up project is beginning next week with 4 lessons planned with Jesus at the heart of this to remind us all what his message was. There is also going to be a project in the summer term around belonging and mindsets and tolerance.

Behaviour charts are used as a positive behaviour management strategy to recognise and reinforce good behaviour. It noted that pupils supported through behaviour charts are making good progress, with clear evidence of improved behaviour.

8.1.5 Safeguarding remains a highest priority and is central to all aspects of the school's work. The school continues to work proactively and effectively with external agencies to support pupils and families. It was reported that pupils are confident in sharing safeguarding concerns with trusted adults, reflecting a strong, open, and positive safeguarding culture within the school.

Currently the following plans are in place

Group	Autumn Term	Spring Term	Summer Term
Child Protection Plan	1		
Child in Need Plan	6		
Social Worker Involvement	7		
Children of concern	9		

8.1.6 Attendance has been closely monitored throughout the term with targeted follow-up where concerns were identified. Overall attendance for the Autumn term was at 97.1% with persistent absence at 5.1%, compared to 16% nationally. The school continues to work closely with the Education Welfare Officer (EWO), who has issued letters to parents where attendance required improvement and recently led a "late gate" in order to meet with parents. Governors were informed that letters have also been sent to parents of pupils with inconsistent attendance (90–94%) to reinforce expectations and support improvement.

8.1.7 It was noted that all leaders have produced clear action plans for their subject areas and areas of responsibility which are regularly reviewed to ensure actions are completed in a timely manner.

8.2 Head of School Report- St Saviour's

8.2.1 It was noted that at the start of the autumn term, groups of leaders and practitioners worked collaboratively to review, adapt, and strengthen curriculum planning to ensure it remains coherent and reflective. In particular, the science curriculum has been rewritten using a new format and structure to improve clarity and guidance for staff. In geography, planning has been further refined with an increased focus on the five key skills and clearly defined end-of-unit outcomes.

8.2.2 A range of interventions have been implemented to support pupils' learning and development. Key interventions include Sensory Circuit (improved regulation and readiness to learn), Play Hub (enhanced social communication and emotional wellbeing), Nessy dyslexia support (improved literacy and confidence), and Beanstalk reading volunteers (significant gains in reading fluency and engagement). Overall impact has been positive across all areas with clear evidence of increased pupil engagement, confidence, and academic progress. It was further noted that as parental understanding and confidence increased, collaboration with families strengthened resulting in improved outcomes for pupils.

Question: Does St Saviour's have an IDSR in the same way St Mary's does?

Answer: Yes there are some screenshots within the Pupil premium. The format has changed but will have a document sent out

ACTION: Send IDSR for both schools to Governors

8.2.3 Teacher assessment for writing has been updated and is now completed every three weeks, with pupils producing an independent piece to identify key assessment areas. The revised TAFs provide clear assessment criteria across working towards, expected, and greater depth (GDS), ensuring coverage of the full spectrum of writing. Governors received an update on Flourish Through Reading, including reading workshops and an afternoon Reading Cafe targeting the bottom 20% of readers and aimed at promoting reading for pleasure at home as part of the 2026 Year of Reading with a focus on non-core texts such as graphic novels.

8.2.4 All Pupil Premium pupils will be allocated a club for the Spring term and already hold a role of responsibility within the school through participation in school councils.

Question: Does this apply to SEND children as well?

Answer: I will provide a full breakdown at the next meeting

ACTION: Provide information at Spring meeting

8.2.5 Attendance is currently 97%, with persistent absence at 9.5%. The Attendance Champion is working closely with EWAS to effectively monitor attendance, reduce lateness, and challenge low attendance. As a result of this targeted work, there were 15 recorded lates across the whole school last week.

8.2.6 The following behaviour incidents had been recorded this term

Group	Autumn Term	Spring Term	Summer Term
Suspensions (internal/external)	0		
Racial incidents	0		
Bullying incidents	0		
Harmful Sexual Behaviour	3		
Behaviour charts	2		
Pastoral Support Plans	3		

The recorded incidents of harmful sexual behaviour were all 'green' on the RAG rating system, this is something that is within the boundaries of what could be expected at that age and were all within the younger children. All parents were contacted and additional workshops put in place.

8.2.7 A wide range of enrichment activities took place this term, including curriculum-linked visits, workshops, Forest School, residential experiences, swimming and visiting performers and speakers across all year groups. Weekly Young Transformers awards continue to recognise pupils' positive contribution to school life. The school celebrated Black History Month with age-appropriate learning across all year groups and continued emphasis on inclusion, diversity, and anti-racism supported by participation in Show Racism the Red Card. The forthcoming Christmas programme was shared including performances, services, whole-school events, and PFA-led activities. It was noted that the PFA at St Mary's would be happy to assist in the setting up of the new PFA at St Saviour's.

ACTION: JP to put PFA at SS in contact with TT

8.2.8 The following safeguarding incidents had been reported

Group	Autumn Term	Spring Term	Summer Term
Child Protection Plan	0		
Child in Need Plan	3		
Social Worker Involvement	9		

Children of concern	15		
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All Designated Safeguarding Leads (DSLs) have completed advanced safeguarding training. All staff received safeguarding training in September with ongoing updates and guidance provided throughout the year. Training covered 2025 updates to *Keeping Children Safe in Education*, use of CPOMS for reporting safeguarding and behaviour concerns, and Harmful Sexual Behaviour (HSB). Additional safeguarding input has been delivered through weekly briefing newsletters and assembly CPD meetings during the term.

Question: Does the RAG rating apply to other incidents or is it just HSB?

Answer: It is just for HSB. It is a specific called the Hackett continuum which is guidance for professionals to categorise HSB incidents. It suggests whether something is developmentally appropriate or something more concerning. Bullying or racism for example does not have a similar developmentally appropriate continuum

8.3 SDP 2025-2026 – St. Mary's

8.3.1 Governors acknowledged receipt of this item

8.4 SDP 2025-2026 – St. Saviour's

8.4.1 Governors acknowledged receipt of this item

8.5 Pupil Premium Report 2025-2026– St. Mary's

8.5.1 Governors acknowledged receipt of this item

8.5.2 It was noted that the format has been significantly revised to place a stronger emphasis on evidence-based interventions and practice with the aim of ensuring excellent progress for disadvantaged pupils.

8.6 Pupil Premium Report 2025-2026 – St. Saviour's

8.6.1 Governors acknowledged receipt of this item

8.7 PE and Sport Premium Report 2024-2025 – St. Mary's

8.7.1 Governors acknowledged receipt of this item

8.8 PE and Sport Premium Report 2025-2026– St. Saviour's

8.8.1 Governors acknowledged receipt of this item

8.9 End of Year Data – St. Mary's

8.9.1 Governors acknowledged receipt of this item

8.10 End of Year Data – St. Saviour's

8.10.1 Governors acknowledged receipt of this item

8.11 Teaching and Learning Report – St. May's

8.11.1 Governors acknowledged receipt of this item

8.12 Ofsted Framework Update

8.12.1 Governors acknowledged receipt of this item

8.12.2 It was noted that the new Ofsted framework came into effect in November and represents a significant change in approach. The framework no longer includes a single headline judgement instead inspections will result in a report card with separate grades across six evaluation areas. It was highlighted that Governors play a central role in ensuring inspection readiness particularly in relation to safeguarding, inclusion, and governance oversight.

The importance of proactive preparation was noted including clear evidence gathering and the alignment of school improvement planning with the new framework in order to demonstrate strengths and address areas for development. It was reiterated that safeguarding remains non-negotiable and that any weakness in this area could outweigh strengths elsewhere. All staff, leaders, governors, and board members were advised to become familiar with the new grading language and ensure improvement plans are aligned accordingly. Planned preparation includes staff training, safeguarding audits, and the continued embedding of inclusion strategies across the curriculum.

Question: Do you feel that these changes will reduce the stresses and pressure on school staff in particular leaders?

Answer: The framework came about as a result of 'The big listen'. In the Trust we are lucky in that we have a very good support system in place for all senior leaders with support from the CEO and Executive Principal as well as the Heads of the other schools

Question: What difference does it make to the Governors and will we have support with this

Answer: Training is currently taking place in schools which will be rolled out to Governors in the spring term

ACTION: Ofsted training to be provided to all Governors in the Spring term

8.13 Curriculum Review 2025

8.13.1 Governors acknowledged receipt of this item

8.13.2 An invitation to all Governors to visit the schools was extended

ACTION: Alison to organise visits

9. POLICIES

9.1 The following Policies were formally ratified:-

- St Mary's Behaviour POP
- St Saviour's Behaviour POP
- Equality objectives
- Children with health needs who cannot attend school
- Staff with Children in school
- ECT policy
- SEND Complaints Policy

- SEND information report
- SEND POP
- Supporting Pupils with medical conditions
- RSE policy
- Inclusion POP
- Accessibility Plan- St Mary's
- Accessibility Plan- St Saviour's

10. GOVERNORS' TRAINING

- 10.1 Governors were invited to peruse the Training available and book through the Local Authority.

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 11.1 Date of next meeting: 5th March 2026 Via Zoom at 4pm

11.2 Agenda Items

- 11.2.1 To be advised.

12. ANY OTHER BUSINESS/CLOSING PRAYER

- 12.1 Nothing to report.

The Chair thanked everyone for attending the Meeting.

Governors were wished a very Happy Christmas and Best Wishes for the New Year.

The Meeting closed at 8pm with a Prayer.

Chair: ...Venerable Ade Ademola..... (print)

.....  (sign)

Date:5th March 2026.....