



SS Philip and James' Church of England Voluntary Aided Primary School

Minutes of the Full Governing Board Meeting Wednesday 15 July 2026, 6.30pm, in school

Present Hazel Shaw (HS, Foundation Governor) (Chair)
Paul Atkins (PA, Headteacher)
Louise Fox (LF, Local Authority Governor) (Vice Chair)
Hayley Smith (HSm, Foundation Governor)
Ella Handley (EH, Staff Governor) (attended at end of meeting)
Emily Smith (ES, Foundation Governor) (From 6.45)
Frank Newhofer (FN, Foundation Governor)
Susie Bagnall (SB, Foundation Governor)
Robert Aitken (RA, Foundation Governor)
Daniel Sperrin (DS, Parent Governor)

Apologies Daniel Walters (DW, Foundation Governor)
Kim Mortensen (KM) (Parent Governor)
Michael Carter (MC, Co-opted Governor)
Izzy McRae (IM, Foundation Governor)

In attendance Ruth Morrison (Clerk)
Rob Miles (Associate Member – Deputy Headteacher DHT)

The Clerk confirmed that the meeting was quorate.

1 PRAYER

1.1 The DHT opened the meeting with the school prayer.

2 WELCOME AND APOLOGIES.

2.1 The Chair welcomed all to the meeting. Apologies received and accepted as recorded above. DP was welcomed as the new parent governor; introductions were made.

3 CONFLICTS OF INTEREST

3.1 There were no declarations of conflicts of interest.

4 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 29-4-26

4.1 The minutes were agreed as an accurate record of the meeting and will be signed by the Chair for filing in school. Future meeting will record if the school prayer is used to open the meeting.

5 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 29-4-26 – not covered by later agenda items.

5.1 All matters arising and actions were to be covered by later agenda items.

6 SCHOOL IMPROVEMENT

6.0 The following reports were available on GovernorHub to support this item:-

- Headteacher report July 2026 – updated
- Statutory assessment Information 2026
- School Development and Improvement Plan (SDIP) – current at 27-4-26

- School spirituality statement draft

6.1 **Headteacher Report** – The Headteacher presented a precis of the report.

i) Safeguarding – All systems and processes are compliant. There will be 6 Designated Safeguarding Leads (DSL) for October 2026, 2 have recently renewed their training. There were 28 Records of Concern entered as Cause for Concern and no Multi Agency Safeguarding Team (MASH) referrals in the last reporting period. The Local Authority Designated Officer (LADO) is supporting the school in dealing with cases where parental acrimony is particularly intense.

ii) Admissions – Pupil numbers are currently 395. It is hoped there will be 381 for the October census (391 in October 2025). There are 8 pupils in school with Educational and Health Care Plans (EHCP). 47 children are attending Early Years. 47 places have been accepted for Reception in September 2026. There is a new OCC admissions officer; this has impacted the response time to applications.

Q: Is 381 for the census day as expected?

A: Yes, the budget is based on 381 pupils. This year there were over 20 in-year applications. The Headteacher shared information on pupil numbers at other local schools.

Q: At the admissions committee meeting it was thought that there were 52 pupils due to start in Reception. What has happened?

A: The new online portal is being used and may not have been updated; the school office has contacted OCC about it. 2 applications for September were received today.

iii) Behaviour – There was one fixed term suspensions in this reporting period. Rates of Step 3 and 4 incidents are highest in Year 2; staff have had training.

iv) Attendance – Overall attendance for the year to date is 96%; Persistent Absence is 6.7% which is low. Attendance for SEND and Pupil Premium was discussed at the curriculum committee meeting; although it has decreased, it is better than national.

v) Current Challenges – These are

- Admissions numbers
- Staff absence which was higher in May (7%) and June than at any other time in the year

vi Successes – These are

- KS1 Phonics outcome which has doubled (87%)
- Year 4 Multiplication Tables Check (MTC) – 100% this year (98% last year)
- KS2 writing – 85%
- Fundraising project – The £10K target was exceeded due to the funding from Aviva
- PTA support – Their support has been fantastic for the OPAL project and is ongoing.

The Headteacher answered governors' questions.

Q: What is being done about the issues with OCC and admissions?

A: The Headteacher has requested a meeting with them along with other local Headteachers.

Comment: The Early Years presentation was well received. Positive comments were received about the air conditioning.

A: The Headteacher advised that there had been a number of positive comments about the air conditioning. During the recent heatwaves the school ran as usual. This will be promoted more next year and links with the climate action plan by leading the way on climate resilience along with battery storage.

Q: What plans are there for changes to staffing?

A: Staffing is reviewed every year. The draft SDIP includes improving provision in Early Years to lead to better outcomes in Year 6. Both Reception teachers are booked on 20

hours of training starting in September. Plans are being considered to increase teaching assistants' training. A consultant who worked with the school on Phonics which showed an impact, is returning in September to help with writing. The Senior Leadership Team (SLT) have spoken with staff about writing practice and evidence based initiatives. The school environment has been worked on this year.

Comment: It's good that the SDIP includes teachers presenting to each other.

A: The DHT advised that the autumn training plan includes data, expectations for subjects and a third includes presenting. The plan is for Phase leaders to be more involved with monitoring.

Q: Performance management outcomes show that 100% met the expectations; what more can be done?

A: The Headteacher has spoken with HR about how to put things in place. The Headteacher gave information on the pay scales and encouraging staff to go to the upper pay scale which has specific criteria including evidence of whole school impact.

Q: When will the SDIP for next year be ready?

A: This will be worked on during the summer and will include outcomes for Reception and KS1, introducing wonder into the wider curriculum linked to spirituality, and progressing personal development and leadership.

Q: Will it include things outside targets, not just percentage targets?

A: The DHT advised that the wider curriculum has been talked about, the school is measured and data is informative, but there is recognition that pupils are individuals.

6.2 **SIAMS update** – The DHT gave an overview of work over the last year including conversations with pupils, staff and governors which fed into the draft School spirituality Statement and links with the school's vision and values, and Strategic Plan. Governors views on the Statement were sought; these included:

- It is good and reflects the discussions we had. Including some drawings would be helpful.
- Critical awareness / thinking should be included.
- Should church or religion be included?
- Training by the Diocese indicated that they were keen for top level documents not to be too bible / Christian rich; that is in the Vision.

Impact of the School Vision - Governors had been asked in advance of the meeting to bring examples of the impact of the School Vision they had seen this year. Examples were given. The Clerk will put a thread on GovernorHub for governors to share more detail. Examples given included:

- OPAL creating a culture where wellbeing is enhanced.
- Year 4 production as a parent.
- Teacher reports include examples of what a child has demonstrated.
- Judging the Drama class and seeing how teachers handled a situation where a child went wrong.
- Children feeling successful in the packed music competition.
- School trips and visits creating memories and helping with confidence.
- Competition events balancing healthy competition and collaboration cheering each other on.
- Children being confident and articulate when speaking to governors and the Headteacher.
- A successful partnership between the school and home.
- The SLT leading the school with grace and supporting staff. Governors are grateful for this and thanked them.

The DHT advised that SIAMS is likely to be early in the next academic year. Volunteers to be involved would be appreciated; the Chair can send further information.

SIAMS training will take place on 1-9-26, 10am to 11.30, led by the ODBE adviser. The HT will send details via GovernorHub. **ACTION HT**
LF encouraged governors to think about what we could report on beyond outcomes, to be more rounded. This could be shared via the newsletter.

- 6.3 **Pupil Survey questions** – The Headteacher has the questions and will arrange the survey in September; this had not been possible this term due to demands on time. **ACTION HT**

Q: Will the student council restart so we have the pupil voice?

A: Staffing issues had impacted the student council; it will be restarted.

Governors made suggestions to help with the pupil voice. These included having more frequent, less formal pupil surveys, having quotes from the student council, including pupil voice in monitoring visits and having a link governor to the student council. The HT and Chair will consider the suggestions. **ACTION HT / CHAIR**

- 6.4 **SEF** – The Headteacher advised that this will be updated during the summer. **ACTION HT**

- 6.5 **skills Audit** – The Chair advised that the previous Effective Governance Review had recommended undertaking a governor skills audit annually. Governors agreed that the Chair arranges this for September. **ACTION CHAIR**

7 SAFEGUARDING

- 7.1 This had been covered in the Headteacher report. The Headteacher advised that the OCC model Safeguarding and Child Protection policy had been released. Governors agreed that the Headteacher personalises it for this school and uploads it to GovernorHub for approval prior to ratification at the next meeting. **ACTION HT**

8 GOVERNING BOARD STRATEGIC PRIORITIES AND COMMITTEE REPORTS

- 8.1 **Election of Chair and Vice Chair for the academic year 2026-27** – Governors elected HS to Chair subject to her term of office as a Foundation Governor being renewed by the Parochial Church Council before September. Governors elected LF as the Vice Chair. Governors thanked them both for continuing in these roles.

8.2 Updates and minutes from the committees

i) Curriculum – Minutes of the meeting held on 6-5-26 were available on GovernorHub. There were no questions for the committee to answer. The committee will look at the monitoring schedule for next year and circulate. **ACTION CURRICULUM CMTE**

ii) Resources including health and safety – Minutes of the meeting held on 13-7-26 were available on GovernorHub

Q: The wording of minute 7.2 paragraph 21 regarding lettings now and in the future in the health and safety policy was questioned.

A: The Headteacher will review the wording. **ACTION HT**

Q: Would changing the equipment in the kitchen make a contractor differences?

A: The Headteacher advised that the size of the kitchen is the limiting factor. Extensions could widen the field but would be expensive. The first step would be to consult suppliers and ask what the barriers are. The committee will review the strategic spend document to look at projects for the future. **ACTION RESOURCES CMTE**

Health and safety – RA (Health and Safety lead governor) advised that OCC had undertaken a health and Safety audit which had gone well.

iii) Personnel and Safeguarding – Minutes of the meeting held on 1-7-26 were available on GovernorHub. There were no questions for the committee to answer.

iv) Admissions – Minutes of the meeting held on 1-7-26 were available on GovernorHub. There were no questions for the committee to answer.

- 8.3 **Lead governor role descriptions** (Attendance, Chair, Filtering & Monitoring, Health & Safety, Safeguarding, SEND & Inclusion, Whistleblowing) – A link to these was available on GovernorHub. Governors approved the role descriptions.

Sustainability – HSm (Sustainability lead governor) and the Chair will work on a role description for sustainability lead for approval at the next meeting. **ACTION HSM /CHAIR**

- 8.4 Updates from lead governors and monitoring visit reports – The following reports were available on GovernorHub and were noted:

- Governor Monitoring form – 6-5-26 Visit Day – HS
- Governor Monitoring form – 6-5-26 Visit Day – KM
- Governor Monitoring form – 13-5-26 SATs – HSm
- Governor monitoring form – Curriculum 6-5-26 -FN
- Governor monitoring form – 6-5-26 Visit Day – HaSm

The Chair thanked all for the visits they had undertaken during the year. The Chair will review the template monitoring form and upload to GovernorHub for the new academic year. **ACTION CHAIR**

- 8.5 **Funding Working Group and Climate Action Plan update.** Governors agreed that these items are separated on future agendas.

The Funding working Group Report was available on GovernorHub.

Q: What were the overarching learnings from the fundraising pilot project?

A: LF advised that the project had been successful. Communication is key. Planning earlier would have been good. Linking the project to a strategy goal had helped. Feedback from a survey had been positive. Working with the PTA had been positive. Opportunities for the future include, more use of online communication, engaging with pupils and staff, more events linked to the campaign, a clear definition of the project scope and recognition of the time pressure on staff.

The draft Climate Action Plan was available on GovernorHub.

The Chair thanked people for putting the plan together. The Headteacher advised that many of the initiatives are already in place or are starting.

- 8.6 **Strategic Priorities 2026-27** – This was available on GovernorHub. LF advised that this is the last year of the 3-year plan. LF and the Chair will split the work between relevant committees in the autumn with a view to producing a new plan in spring 2.

9 COMPLIANCE

- 9.1 The OCC Governor Services Annual Schedule for 2025-26 was available on GovernorHub. Governors gave updates on the current status.

- 1) Review child protection (safeguarding) policy and procedures for this year. Have they been effective? Are there any issues or concerns from school or the board? Are there any actions needed? *IM had reviewed these.* **COMPLETED**
- 2) Review the behaviour principles written statement. Are the board's principles reflected in the school behaviour policy? *These were reviewed by the curriculum committee and published on the website.* **COMPLETED**
- 3) Review attendance of pupils, including groups. *Information is included in each Headteacher report, and had been reviewed by SB.* **COMPLETED**
- 4) Agree a programme of governing board meetings for the next academic year, including committee meetings. *The Chair, Headteacher and Clerk will arrange dates for full governing body meetings.* **ACTION HS/HT/CLERK**

- 5) Publish details of how you spend your PE and sport premium funding by the end of the summer term or by 31 July at the latest. *Governors noted that the date for publication had been revised to 30-9-26. The Headteacher will arrange for the report to be completed.* **ACTION HT COMPLETED**
- 6) Approve the SEND Information Report and publish on the website. **COMPLETED**
- 7) Approve the annual school public sector equality duty statement and publish on the website. **COMPLETED**
- 8) Ensure all required information is published and up to date on the school website. *HSm had completed an audit and confirmed all required information had been published.* **COMPLETED**
- 9) Ensure details held about people involved in governance provided to the Secretary of State via GIAS (Get Information About Schools) remain up to date **COMPLETED**
- 10) Ensure all staff safeguarding training is in place; note any gaps and follow up. **COMPLETED**
- 11) Consider and review progress towards the school's agreed equality objectives These must be updated every four years. *The Headteacher will review this with the curriculum committee.* **ACTION HT**
- 12) Appoint two or three governors to conduct headteacher's appraisal in the autumn; ensure they are, or will be trained; appoint your External Adviser. *Governors agreed to appoint HS, SB and RA to this role.* **COMPLETED**

10 GOVERNING BODY MATTERS

- 10.1 **Membership of the Governing Body** – Governors noted the constitution available on GovernorHub.

Forthcoming end of term of office – The reappointment of HS as a PCC appointed foundation governor is in process. **ACTION HS**

- 10.2 **Training log** – Governors noted the training log which the Clerk had downloaded from GovernorHub.

12 DOCUMENTS FOR APPROVAL

- 12.1 **Draft Collective Worship policy 2026-28** – This was available on GovernorHub and was approved.
- 12.2 **Draft RE Policy July 2026** – This was available on GovernorHub and was approved.

13 ANY OTHER BUSINESS

- 13.1 There was no further business to discuss.

The meeting closed at 8.10pm.