

KINGSKERSWELL C of E PRIMARY SCHOOL
Minutes OF THE FULL GOVERNING BOARD
23rd September 2025 5.30 PM
(face to face meeting)
Part 1 minutes

Governor Name		Attended	Apologies received	Apologies sanctioned
Rev. Michael Wilkie	MW	y		
Karen Strachan HT		y		
Becky Hutchens	BH	y		
Amy Vine	AV	y		
Sam Vine	SV	Y		
Susan Robinson Chair	SR	Y		
Adam Devine	AD	Y		
Paul Dodd	PD	Y		
Danny Brown	DB	N	Y	Y
Simon Gibbs	SG	N	N	
Chris Murphy	CM	N	Y	Y
In Attendance				
Louise Lloyd/Clerk	LL	Y		

	Minutes
1	Welcome, apologies and sanction of apologies. Apologies were received from CM , DB , and were sanctioned.
2	Declarations of any potential conflict of Interest for Items on the Agenda. There were no declarations of interest.
3	<u>AGREE</u> <ul style="list-style-type: none"> • Re/election Chair & Vice Chair • Terms of office for Chair and Vice Chair • Succession planning for Chair and Vice Chair <p>SR and MW agreed to continue as Chair and Vice Chair , their terms of office will be for 1 year. Succession planning was discussed.</p>
4	Minutes of the FGB Meeting on 8 th July 2024 to be agreed. Minutes were approved subject to minor amendment.
5	Matters Arising from previous meeting <ul style="list-style-type: none"> • Lock down procedures – ongoing agenda item <p>AV: The lock down policy has been completed. The procedures have been put into practice with staff. The next step was to conduct a practice session with the children.</p> <ul style="list-style-type: none"> • AV to forward GDPR policy for Governor approval <p>Decision : Governors approved the GDPR policy</p>

6	<u>COMPLETE</u> annual declaration of business interest forms (hardcopy)
	Governors completed the annual declaration of business interest form (2025)
7	<u>Annual Housekeeping</u>
	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • <u>AGREE</u> Safeguarding Governor <p>Governors agreed that Paul Dodd would continue as Safeguarding Governor.</p> <ul style="list-style-type: none"> • <u>AGREE</u> Governor to be responsible for liaising with the LA /LADO) in the event of an allegation being made against Head Teacher <p>Governors agreed The Chair of Governors would liaise with LA/LADO in the event of an allegations being made against the HT</p> <p>All board members to have read KSIE Part 1 , Safeguarding Governor to have read KCSIE Part 2 and sign document to confirm they have understood it and will abide by it. Action Point carried forward to the next meeting</p> <p>Action Point: KS to send out safeguarding training for Governors.</p> <p><u>Minutes and meetings</u></p> <p>Governors agreed:</p> <p>Part 1 minutes will continue to be placed on the website. Requests for copies of Part 2 minutes will be denied if by reason of their nature the governing board is satisfied they should remain confidential.</p> <p>Open FGB meetings part 1 only . Visitors to give notice to Clerk (minimum of 1 FGB meeting in advance), so Governors can discuss/ approve visitor attendance.</p> <p>Virtual Governor attendance at meetings is permitted</p> <p>Part 2 confidential business protocol. From time to time the governing board may need to discuss confidential items. These discussions will be recorded as part 2 confidential business. Anything discussed in part 1 will remain confidential to the governing board.</p> <p>The procedure for dealing with apologies and sanctioning of absence . Governors to inform the Clerk or Chair of Governors, in order that the absence is sanctioned by the board.</p> <p>Six-Month Rule: A governor is disqualified from their role if they fail to attend governing body meetings for a continuous period of six months, starting from the first meeting they missed so notifying absence and getting Governor approval is crucial.</p>
8	<u>Review 2025-26 Terms of Reference for committees.</u>
	Governors reviewed and agreed 2025/26 terms of reference for FGB, HTPM, Pay and Performance Committee , 1 st and 2 nd committee.
9	Lead Governor responsibilities and roles for 2025-26 - Timetable for Governor visits

	<p>Governors agreed Lead Governor responsibilities and roles for 2025-26. Governors will organise a programme of visits with the help of HT. These will be spread throughout the year, with the aim to achieve a minimum of two visits per school year. At the end of each visit a report will be produced which will be shared with Governors at FGB.</p>
10	<ol style="list-style-type: none"> 1. AGREE membership of first and second committees, HTPM, Pay and Performance Panel 2. Confirm arrangements for HT Performance Management process, appointment of advisor
	<p>Governors agreed:</p> <p>PD, SV and SR will continue as members of HTPM. The Clerk will arrange training for PD. Membership of other committees will be fluid dependent upon Governor availability .</p> <p>Jamie Stone will be the external adviser.</p>
11	Review Governors' Code of Conduct
	Governors reviewed and agreed Governor's Code of Conduct for 2025/26
12	Update Governor Action Plan
	Governors reviewed and agreed the Governor Action Plan for 2025/26
13	Headteacher's Report
	<p>The HT report ,Statutory Assessment and Current, and Writing Action plan review was emailed to Governors prior to the meeting,</p> <p><u>KS reported:</u></p> <p>Key school improvement priority 24-25 - To empower children to consistently exercise age-appropriate competence in writing, by promoting their conscious control over the different elements of transcription and composition.</p> <p>The aim of this priority is to ensure children are able to form, articulate and communicate written ideas across the curriculum, applying their knowledge of precise punctuation and accurate spelling choices. In addition, children will use their growing understanding and awareness of audience, purpose and context, to develop mastery over how they use learned grammatical concepts in order to organise their writing coherently for the reader.</p> <p>The school was now using a new assessment tool – Insight which was brilliant.</p> <p>Re current attainment by key groups - Year 5 were being closely monitored , hopefully next year we will get this back up. Inclusion was a big focus of Ofsted (how schools support disadvantaged pupils; inclusion; provision level; effectiveness of practice; identifying leaners needs; reduce barriers; collaboration)</p> <p>Staffing - We appointed a new caretaker in July to start in September, but unfortunately, he only left after 5 days as he felt the the job wasn't for him.</p> <p>AV: We have always struggled to fulfil the role of the caretaker, it is such a varied role and one that many schools struggle to fill. After careful consideration we have now recruited one of our cleaners for 2.5 hours per day to clean the caretaker side, stock manage, leaf blow and lock and secure the building.</p> <p>AV also liaised with our decorator, handyman and gardener who all agreed to come on an adhoc basis and do works that are required. The handyman has said he will cover the H&S checks, AV needed to get him in to</p>

organise this.
This should work much better and save us around £10,000 per year.

AV has returned to work on a part-time basis .

KS: Collaboration – First meeting for this academic year for HT’s will take place on the 18th September. At the next FGB KS will report to Governors the plan for the coming year with regards to collaboration.

Safeguarding – KS did safeguarding training for staff last week and a mop up that morning for staff who missed it

Meeting moved into Part 2 – discussion recorded in Part 2 minutes

14 School Business Manager’s report .

The SBM report was emailed to Governors prior to the meeting

SV reported :

School Budget

Confirmed carry forward from 2024/25 -£45404.11 (confirmed)

Projected balance brought forward for 2025/26 TBC

We are in a better financial position than we thought with our carry forward and don’t have a deficit.

The kitchen refurb went ahead during the summer, there were some issues along the way, late nights , weekends and commissioning late the night before. There is still snagging to do which is ceiling repairs, moving the small canopy further down and a few other bits.

We are also having all the freestanding units/counter tops and cupboards replaced with new fabricated ones . On our final site meeting, AV raised many concerns about the practicality and quality. DCC agreed to replace them all and this is now being made ready for fitting 25th October. The rest of the snagging will also be complete then too.

All Summer works were completed which was replacing the timber roofs on our picnic benches, odd jobs around school and decorating walls and woodwork throughout the whole of KS2. We also had our gardener in .

School looks refreshed.

Reception 2025 starters – 60 (oversubscribed) 2 fair access place granted (family moving to location)

Year 6 2024/2025 leavers – 58

Our pupil numbers in early October, on census day, will be what dictates our income for next year.

AV has advertised the 2026/27 opening day. KS has already shown around half a dozen families which was all word of mouth

HAF (Holiday Activity and Food) scheme application was approved and we have been awarded £8000 for the 19 days AV will run it this academic year. Also secured an additional £1000 from the HAF scheme to go towards all the activities we will be doing during the Summer.

Summer was a huge success.

October planning was complete and AV was hoping for lots of children.

KS: Would like to say a big thank you to AV for managing the kitchen refurb during the summer.

15 **STATUTORY POLICIES, DOCUMENTS AND INFORMATION REQUIRED BY SCHOOLS.**

Statutory Policies – must go on website

	<ul style="list-style-type: none"> • Complaints Policy • School Uniform Policy • Attendance Policy • Child Protection/Safeguarding Policy <p><u>Statutory Policies – could be posted</u></p> <ul style="list-style-type: none"> • Outdoor Education, Visits and Off-site Activities Policy <p><u>Statutory Policies – no requirement website</u></p> <ul style="list-style-type: none"> • Governor Expenses Policy • Lettings Policy • Finance Policy • Overarching statement of adoption of HR1 policies (see below) *PREVIOUSLY ADOPTED 01.25 <p><u>CARRIED FORWARD TO NEXT MEETING</u></p>
	<ul style="list-style-type: none"> • GDPR policy <p>Decision : Governors reviewed and approved the policy</p>
16	<p>Chairs Other Business</p> <p>Date of Next Meeting 18.11.25</p>

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