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ABBNEY PRIMARY SCHOOL

A caring, sharing, achieving school

Minutes of the meeting of the Local Governing Body (06) Monday 24th November 2025 at 5:30pm at Abbey Primary School

Present: Martyn Bowler (MB) (chair), Neil Harris (NH) (headteacher), Laura Townsend (LT), Thomas Farrand (TF), Jacob Skinner (JS)

Absent: Steven Potter (SP), Laura Wooderson (LW), Elizabeth Robinson (ER), Bev Nita (BN) (vice-chair)

In attendance: Rachel Wolfe (RW) (deputy headteacher)

Clerk: Donna Williams (DW)

Membership:

Staff governors: Neil Harris (NH) (headteacher), Laura Townsend (LT), Steven Potter (SP)

Parent Governors: Thomas Farrand (TF), Jacob Skinner (JS), Elizabeth Robinson (ER)

Co-opted governors: Martyn Bowler (MB) (chair), Bev Nita (BN), Laura Wooderson (LW)

Quorum: 3

Key:

A red typeface and italics are used to highlight governors' support, questioning and challenge

ITEM	DISCUSSION & DECISIONS	RESPONSIBILITY	TIMESCALE
6.1	Apologies for absence and preliminaries		
6.1.1	The meeting was called to order at 5:30pm. It was confirmed that due notice had been given and that the meeting was quorate, with 6 governors present, including the Headteacher. Apologies for absence were received and accepted from Steven Potter (SP), Elizabeth Robinson (ER), Laura Wooderson (LW). No apologies were received from Bev Nita (BN). Governors agreed to accept the absence on this occasion. The Chair agreed to follow up to following the meeting.	Chair	Nov 25

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6.2	Declaration of interests		
6.2.1	Each governor was required to declare the nature and extent of their interest in the business to be transacted at the meeting in accordance with the requirements of section 177 of the Companies Act 2007 and the company's Articles of Association, or confirm they had no such interest which they were required to disclose. No interests in the business of the meeting (financial or otherwise) were declared. Due diligence is given to this at all meetings.		
6.2.2	Governors in attendance completed their annual Declaration of Interests Forms and submitted them to the clerk for the records and to inform the updated Register of Interests. Action: All governors who did not attend the meeting to complete the form circulated by email and return to DD and/or the school administrator by the due date. Chair to follow up with DD to confirm this has been done.	Chair	Nov 25
6.3	Minutes of the previous meeting and matters arising		
6.3.1	The minutes of the previous meeting held on 6 th October 2025 were confirmed as a true record by all present at the meeting and signed by the Chair.		
6.3.2	4.9.2: Governor visits – planning and reporting Action carried forward. JS to arrange with CM to undertake a Health and Safety link governor visit during the Autumn term. Action complete. 5.9.1 Actions: DD will advise the trustees of the nominated chair and seek their approval to the appointment. Clerk to follow up 5.9.1 Action: DD will send NH a form of words for advertising the staff governor vacancy. SP to be asked if he is willing to continue in the role. Action complete 5.9.3 Action: DD will issue the updated list of link roles. Action complete – on GovernorHub with staff links included	Clerk	Nov 25
6.4	Urgent business arising since the issue of the agenda		
6.4.1	Amendments to the Behaviour Policy issued by the HT. Changes have been made due to recent issues experienced. Proposals include different expectations of the children and the formalising sanctions and consequences within the wraparound care provision. The same children are displaying challenging behaviours and changes have not been seen following discussions with parents. All governors agreed to the changes. <i>Q. A Governor asked how will this be communicated?</i> <i>A. The HT confirmed a message would be sent within a termly newsletter for the wraparound club that highlights key information and behaviour expectations. Parents will then be signposted to the policy.</i> <i>Q. A Governor asks what SEND support is available within the wraparound care?</i> <i>A. The HT states this is limited, and any provision will incur additional costs. There are staff in there that know the children and measures are in place where children are kept separate, if required.</i> <i>A Governor highlights there are several steps within the policy, which is good to see.</i>		
6.5	Communications from the Executive Team		

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6.5.1	There were none to share.		
5.6	Headteacher's Report		
6.6.1	Headteacher's Report NH presented the Headteacher's Report. Governors were invited to ask questions and request clarifications.		
6.6.2	School Improvement Plan: NH shared with governors at the last meeting. Now shared with the SLT. Changes coming up will include those required due to the new Ofsted Framework. Priorities within the plan were discussed with the governors. <i>Q. A Governor asks about the first priority, which focusses on the leadership team. Is it right it should be limited to the leadership team?</i> <i>A. The HT responds and explains this mainly because the team is new and roles and responsibilities need to be embedded, and they need to gel as a team?</i> <i>Q. A governors asks if the plans include succession planning and what developments are needed?</i> <i>A. The HT discusses some staff have been identified as possible members of the SLT in the future.</i> <i>Q. A governor asks how progress will be measured with effective leadership?</i> <i>A. The HT discusses the different measures in place.</i> <i>A Governor mentions previous experience with a shadow SLT and opportunities to deputise to gain additional skills. The HT acknowledges this suggestion.</i>		
6.6.3	Quality of Education - Published progress and attainment data <i>(if previously not shared last term)</i> - Self-Evaluation Summary (SEF) <i>(latest version)</i> - Partnership Reviews <i>(schedule)</i> Published progress and attainment data was shared previously with governors. NH updated governors on the SEF. This is in development as it has needed reformatting to correspond to the new Ofsted Framework. Laura Townsend stated that progress with phonics is moving on well.		
6.6.4	Pupil Premium Grant & LAC Strategy to be completed by the end of December.	HT	Dec 25

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6.6.5	SEND 1 child is being home educated. Confirmation they have been off-rolled following all the checks being completed. Increasing number of EHCP's being asked for. Need to ensure it is the right path for the right children. <i>Q. A governor asks how many pupils attend alternative provision?</i> <i>A. 1 child is attending at the moment. Regular communication is in place with the parent and the agencies involved.</i> <i>Q. A governor comments the child goes out in a car with one person from the alternative provision provider. Is the school happy with this from a safeguarding perspective?</i> <i>A. The HT confirms it is their policy and they work with these children all the time and is confident they know what they are doing. It will be monitored, and it has been requested that an adult is taken with him when they go to a new venue.</i> <i>Q. A governor asks who is responsible for the safety of the child?</i> <i>A. The HT confirms the school is responsible, that Mum is happy with the provision and all the relevant paperwork has been completed and signed to confirm.</i>		
6.6.6	Pupil Attendance The HT highlights information from within the HT report and states is below where the school want it to be. The school is now reviewing the DfE portal to compare where they are nationally and locally. Currently the school is 86 out of 240 schools locally, above national by 2% and highest in the Trust. Younger children catching everything going and holidays from earlier in the year have impacted. Measures are in place and successes are being seen. <i>Q. A governor notes that persistent absenteeism seems high?</i> <i>A. The HT explains time of the year this is impacted by holiday absence from earlier in the year and should improve as the year progresses.</i> <i>Q. A governor asked if the system tracks previous years profiles?</i> <i>A. The HT confirms it does, along with tracking any characteristics and interventions that have taken place. Meetings take place every 2 weeks to review and agree actions.</i>		
6.6.7	Behaviour New behaviour plan in place. OPAL is being monitored. <i>Q. A governor asks about OPAL – how is the implementation going?</i> <i>A. The deputy HT confirms the children have loved mixing and it has helped with the older children supporting the younger children. Children are wanting to be out there and exploring with their friends. Medical incidents are fewer. Behaviours with some of the older children need to be monitored. Positive start reported with positive feedback from children and staff.</i> <i>Q. A governor asks if risk assessments have been completed?</i> <i>A. The deputy HT confirms template RA's will look different when new areas are introduced. Most are low risk at the moment with the smaller areas initially introduced. Ongoing updates with RA's will take place as the provision develops.</i> <i>A governor commented on being impressed on the communication sent out on OPAL and shocked by some of the data included on how little outside activity children take part in..</i>		

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	Child in alternative provision was doing 3 mornings and have requested increasing it to 3 days. Guaranteed a place at Horizons Academy, who have met with him. Parents have been informed by the HT needs to be involved in any decisions. Still a lot of work to do with the child.		
6.6.8	Health & Safety No issues reported.		
6.6.9	Equality & Diversity and Accessibility No issues reported.		
6.6.10	Operations No issues reported.		
6.6.11	Human Resources The HT confirms the new SENDCo is starting in January. <i>Q. A governor asks if there are any plans to recruit an apprentice to the office team and anywhere else in the school and if there was any feedback on the experience with apprentices?</i> <i>A. The HT discusses the success story with the current admin apprentice and mentions the office is working really well with the team working together. Future apprenticeships would be of benefit but not sure funds would allow.</i> The HT states that 2 members of staff currently off sick. <i>Q. A governor asks if the school is managing to cover?</i> <i>A. Yes, covered internally for a week and then supply cover was sourced. The other may be off indefinitely.</i> <i>Q. A governor asked if this absence will be covered internally?</i> <i>A. No, supply cover will be needed.</i> <i>Q. A governor asked if absence is having an impact on morale?</i> <i>A. Not at the moment. There is a good team ethic within the school and it seems the team are empathetic.</i> <i>Q. Is it the newer staff that are struggling and absent?</i> <i>A. No, it's the longer standing staff potentially not dealing well with change. Lots of family issues recently have impacted.</i> <i>Q. A governor asks if cover has been provided by supply?</i> <i>A. TA's are generally covered internally. The HT discussed how this impacts the team and who is supporting.</i> <i>Q. A governor asks if the Trust has supply insurance?</i> <i>A. It is reviewed annually by the Trust and they have decided the cost of supply teachers doesn't exceed the cost of the insurance.</i> <i>Q. A governor asks if the Trust pays for supply teachers if they are needed?</i>		

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	<i>A. The HT confirms the cost comes out of the school budget.</i>		
6.6.12	Complaints (if any) None received.		
6.6.13	Parental & Community Engagement Discussed throughout the meeting.		
6.6.14	PE and Sport Premium Report (<i>confirm completion</i>) Included within the HT report.		
6.6.15	Upcoming challenges - Finances in education and increasing SEND requirements are ongoing challenges - Pilot inspections under the new Ofsted Framework are being monitored with the expectation that changes will be made as a result of the pilot - Management of the transition into the school of the new SENDCo member of staff		
6.7	Safeguarding Report		
6.7.1	Training & reading for governors (<i>confirm completion</i>) Covered within the HT report.		
6.7.2	Single Central Record (SCR) review Included within the HT report and 3 areas picked up with governors. HT confirms actions have been completed.		
6.7.3	IT system filtering & monitoring (Smoothwall) No more incidents to report.		
6.7.4	Off-rolling (details etc.) Included with the HT report.		
6.7.5	Instances of child-on-child abuse None.		
6.7.6	Contextual safeguarding risks One issue discussed with the governors. LADO referral made. They have responded to say they don't need to be involved. The Trust have been informed. Domestic abuse and online safety have been added to the training schedule for staff.		
6.8	Chairs' Report		
6.8.1	No issues to report.		

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ITEM	DISCUSSION & DECISIONS	RESPONSIBILITY	TIMESCALE
6.9	Governing Board matters		
6.9.1	Governor recruitment and reappointment Vacancies The LGB has the following vacancies: • 1 x co-opted governor vacancy • 1 x parent governor vacancy • 1 x staff governor (Steven Potter) term of office is due to end on 21st December 2025. A thank you card for Maxine was circulated as she has been a governor since the school opened in 2001. It was agreed to advertise the staff governor role now information has been received from DD. The other two vacancies will be held pending an updated skills audit to inform recruitment. Chair to follow up with DD.	HT Chair	Nov 25 Nov 25
6.9.2	Governor visits – planning and reporting Proforma for governor visits has been sent by Di Dakin. H&S completed by Jacob, who will complete the proforma.	JS	Nov 25
6.9.3	Governor training and development All training is up to date. Skills audit – Chair to follow up with Di Dakin. New Ofsted Framework requirements and training discussed with governors. <i>Q. A governor asks if the children know if they are being focussed on during an inspection?</i> <i>A. The HT confirms no they don't. The HT explains the school has time to look at the requirements and the work involved.</i> <i>Q. A governor asks if governors have completed cyber security training?</i> <i>A. The HT confirms that National College training was completed last year.</i> <i>Q. A governor asked if cyber security is completed by staff and children?</i> <i>A. There is e-safety training completed ongoing throughout their time at school.</i>	Chair	Nov 25
6.10	Policy review and approval		
6.10.1	Policies & documents for approval The following Abbey Primary School policies were presented and APPROVED: • Behaviour Policy (amended)		
6.10.2	Policies & documents to note: The OPAL policy has been uploaded to GovernorHub as information for governors.		

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6.11	Confirmation of out-of-committee decisions (if any)		
6.11.1	There were no out-of-committee decisions to note.		
6.12	Correspondence		
6.12.1	None		
6.13	What have we achieved that will positively impact our pupils?		
6.13.1	- Challenges to the HT report - Questions around safeguarding - H&S questioning for OPAL provision		
6.14	Feedback from and to the ONE Board of Trustees		
6.14.1	None to share.		
6.15	Determination of confidentiality and communication		
6.15.1	No items were designated as confidential. The Chair requested that printed copies of the HT report be destroyed.		
6.16	Close and confirm the date of the next meeting		
6.16.1	The meeting closed at 7.03pm. The next meeting is planned for Monday 23rd March 2026 starting at 5:30pm. This will be at Abbey Primary School. The facility will be made available for governors to attend via the Teams online meeting platform if required.		

Signed Katlyn Bank (chair) Date 23/03/26
The chair should also initial each page of the document.

Distribution (when approved):

Local Governing Body

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