Minutes of the T4 meeting of the Full Governing Board of CHRIST CHURCH C OF E PRIMARY SCHOOL

Held on 20th March 2025 at 18:00 in person at the school.

Governor Attendance :

			T1	T2	T3	T4	T5	T6
Charlotte Withers (Chair)	CW	Parent	✓	✓	✓	✓		
Mark Oldfield (Headteacher)	CJ	Head Teacher	✓	✓	✓	✓		
Georgina Harford	GH	Foundation	✓	✓	**A**	✓		
Chris Brown	CB	Foundation	✓					
Vikki Richardson (Deputy Headteacher)	VR	Staff	✓	✓	✓	✓		
Rachel Keenan	RK	Parent	✓	✓	✓	✓		
Elizabeth Quinn	EQ	Community	✓	✓	✓	✓		
Ruth Thrasher (Vice Chair)	RT	Community	✓	**A**	✓	✓		
Jayne Coller	JC	Community	**X**	✓	✓	✓		
John Culley	JCu	Parent	✓	✓	✓	✓		
Vacant		Community						
Vacant		Community						
Jennie Roberts	JR	Parent				✓		
Rhys Walden	RW	Parent				✓		
Vacant		LA						
Vacant		Staff						

✓ - in attendance **A** – apologies received **X** – not present

Also in attendance :

Tamara Jordan	TJ	School Business Manager
Chris Hills	CH	Clerk to the governing board

Meeting documents folder : FGB Term 4 - 20 March 2025

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

These minutes reflect the flow of the meeting and may not necessarily follow the order of the agenda.

For reference :

Question/Challenge from governors.
Action

Item	
1.	**Welcome and Introductions:** The Chair welcomed governors to the meeting.
2. 2.1 2.2 2.3 2.4 2.5	**Procedural items:** **Apologies for absence** The apologies for absence noted above were accepted. **Confirmation of Quorum** The meeting was quorate. **Declarations of interest for this meeting** No pecuniary or personal interests were advised for any agenda item for this meeting. **Confidentiality Statement** The Chair reminded governors that : *All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after they have been approved.* **Governing Board Admin** Jennie Roberts and Rhys Walden were confirmed as parent governors.
3.	**Any Other Business:** The following items were noted for AOB :

- Foundation governor.

4. **Minutes:**

The Minutes of the previous meeting on held on 30th January 2025 were agreed as an accurate record and were approved. To be signed by the Chair.

It was noted that the confidential minutes had not been brought to the meeting for approval. It was agreed that these would be circulated and approved via GovernorHub.

Action – approve confidential minutes via GovernorHub – clerk.

5. **Matters Arising from the Minutes:**

Actions arising from the meeting held on 30th January 2025:

Agenda Item	Action	Who	When
8	Compose letter of thanks to parent for purchase of times-table learning tool. Complete.	JC	Before next meeting
11	Update policy spreadsheet. TJ to confirm version on GH.		Before next meeting

Outstanding items from previous meetings:

Meeting date	Action	Who	When
05.12.24	Cyber Security training to be completed in January by all governors. Ongoing. Certificates to be provided. New governors to complete.	All governors	Next meeting
10.10.24	RK to find out if Hargreaves Lansdown will match fun run amount. To be reviewed against once takeover completed. Close.	RK	T2 meeting
11.07.24	CW to draft staff governor letter and share with other governors in advance of circulating before the end of term. VR to check details with MO before circulating. Staff to attend TLA committee meetings on a rolling basis. Complete.	CW	Before end of term
14.03.24	Parent survey summary prepared by RK to be shared on GovernorHub. To be arranged towards the end of the summer term, based on the Ofsted satisfaction survey. JC and JCu volunteered to attend the parents evening on March 26th.	CW	After meeting
14.03.24	Circulate skills audit forms to governors for completion over the summer. Form uploaded to GH (will also be emailed out) – governors to complete for next term. Summary for Term 2. Tbd (liaise with GH re NGA link).	Clerk	T6 meeting

6.	**Correspondence** The Chair noted that that she was dealing with an ongoing matter.
7.	**HT Report including SDP update.** The report had been made available for governors to review and prepare questions in advance of the meeting, and the HT confirmed that the content had already been discussed in detail at committee level, notably the evaluation of the SDP. He added that that areas which had not been addressed so far would be added to future reports. There were no further updates/progress to add to the report. There were no questions from governors. The Chair then summarised the outcome of the recent PEX meeting, noting that the decision of the Headteacher had been upheld. MO gave an update on the GDPR breach reported at the last meeting, noting that the DPO had verified that it was a low-level breach which did not require a referral to the ICO, and also confirmed the fitness for purpose of the policies and procedures in place. This has been communicated to the parent who raised the complaint, but no response has been received so far
8.	**TLA Update.** The committee chair summarised the main discussion points and highlights from the last meeting, noting the following : • The SENDCo summarised SEND strategies in use at the school, including CPD given to staff to help support specific needs such as autism and demand avoidance. • A neurodiversity week was held. • Parents are very appreciative of the work being done. • The DHT summarised data outcomes. • Governors judged the world book day entries.
9.	**F&R Update including Health and Safety.** The committee chair summarised the main highlights from the last meeting, noting the following: • A deficit of £70k is now forecast for year end, with reserves of £237k. • The number of classes was discussed, including the impact on pupils and staff. • Reception figures for next year are very positive. The importance of social media/school website for attracting parents was discussed and it was suggested that the school website should be reviewed in T6.

	• 3 staff currently on maternity leave will be returning later this year/early next year. • 2 quotes have been received for the classroom canopy, costing £20k and £35k. Air conditioning is also being considered. Longevity of solution versus cost to be considered, with possible PTA support. • The SEN room is now in use. • H&S meeting next week. • The school is migrating to Arbor MIS. • The internal audit in January did not raise any concerns. Next one will be in March and will look at efficiencies of systems/processes in place. • Risks identified as pupil numbers, MAT and staffing.
10.	**MAT Update.** The Chair noted that the decision to pause the academisation process made at the last FGB meeting had been communicated to CST. School staff had also been made aware and had received the news positively, given the concerns raised previously **Q** – What was the response from CST? **A** – They did not offer anything new. **Q** – What concerns had been raised by staff? **A** - Some had negative experiences with the trust either as staff or parents. There followed a short discussion/recap of the academisation process in light of the decision. The following points were noted: • The financial position of CST may have changed since the initial discussions and there is a potential merger with another MAT. Published accounting information suggested that the trust was looking to expand in order to fund projects at existing schools. • The current political picture is still unclear, but the pressure to academise is not as great. • Due diligence has highlighted how well the school is run, with little financial savings or security to be achieved by joining a trust. • The school's outstanding rating will help to attract pupils. • The number of unknowns and the healthy reception figures for 2025/26 support the decision to pause the process. **Q** – Why was the original decision to join taken? **A** – It was primarily for financial efficiencies, but we found these could not be achieved. There are also other benefits from sharing resources, procurement, opportunities for staff development, and potential curriculum growth. There was also a government directive at the time, and there was a need to be proactive. There have been a lot of changes over the last 18 months, and other SATs are also now taming stock of the situation. The landscape is uncertain currently but may be clearer in a year's time, although there is a risk to the school's long-term financial stability. • If reception figures were not as positive for 2026/27, academisation timescales could be short enough to mitigate against this. • The published accounts were based on the school joining a MAT. This has been challenged and the auditors confirmed that the decision to pause the process

	would not affect this but would attract greater scrutiny of financial viability in future audits. • The Diocese should be approached to arrange further sessions with MATs, as previously arranged for NW24 schools. • MATs with 20-30 schools have been shown to be the most successful. • It is easier to assess opportunities from a position of strength. • The academisation process can be lengthy and time consuming, and risks impacting efforts to maintain/increase pupil numbers. • Consider approaching Hannah Woodhouse for her view on the future of academies in Bristol. • The HT confirmed that the process for joining a MAT could be completed within a year. It was agreed that any future discussions with MATS should include a detailed conversion plan and timescales. Following the discussion, it was agreed that the priority for the board should be to strengthen the schools' position as a SAT and focus on pupil numbers, whilst remaining open to conversations with MATs. Two working groups will be established to cover pupil numbers/school marketing and MAT discussions. **Action – Chair to arrange working groups.** The board agreed that the meeting with the Lighthouse Schools Partnership scheduled for April 2nd should go ahead. It was also noted that the diocese and board of trustees should be fully appraised of the situation. **Action – inform duices and trustee board of the decision.**
11.	**Policies.** It was noted that the CCC and Equality and Diversity policies had been approved at the Finance and Resources meeting, and that the Disciplinary Policy will be circulated and approved via email (action from the same meeting).
12.	**Safeguarding Update.** The HT noted that the relevant updates had been included with in his report. TJ asked RT to review the SCR during next visit. **Action – RT to review SCR during next visit.** The Chair reminded governors that some presence was expected for the SATS on 12th May. **Action – governors to consider attending SATS on 12th May.**
13.	**Governor activities and training attended.** Activities and training completed as follows :

	• CW - Employment Law, performance management, capability and appraisal, EBSA, H&S Accident reporting and investigation. • GH to attend worship assembly.
14.	**Any Other Urgent Business (AOB):** **Foundation Governor**. It was noted that a replacement foundation governor had yet to be appointed to the governing board and that Paul Langham would be retiring shortly which will leave a trustee vacancy. GH has agreed to remain as the interim foundation governor until a replacement is found. It was also noted that other trustees were considering stepping down. Liz Gray and previous chairs of the governing board were suggested as possible replacements. The Chair agreed to contact Mark Parsons about both church positions, and approach Liz Gray regarding a trustee position. **Action- Chair to contact Mark Parsons about board appointments, and approach Liz Gray regarding a trustee position.** **Social gathering.** **Social gathering to be arranged on GovernorHub.**
15.	**To identify Items for Confidential PART II Minutes.** MAT updates.
16.	**Future FGB Meeting Dates** T5 – Thursday 15th May 2025 T6 – Thursday 10th July 2025 All meetings begin at 6pm.
	The meeting closed at 19:40

Minutes are signed digitally by the Chair on GovernorHub

Actions arising from this meeting :

Agenda Item	Action	Who	When

4	Approve confidential minutes via GovernorHub – clerk.	Clerk	After meeting
10	Chair to arrange working groups.		After meeting
12	Governors to consider attending SATS on 12th May.		12th May
12	RT to review SCR during next visit.		Next visit
14	Chair to contact Mark Parsons about board positions, and approach Liz Gray regarding a trustee position.		Next meeting
14	Social gathering to be arranged on GovernorHub.		Next meeting

Outstanding items from previous meetings:

Meeting date	Action	Who	When
30.01.25	Update policy spreadsheet. TJ to confirm version on GH.	Clerk	Before next meeting
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14.03.24	Parent survey summary prepared by RK to be shared on GovernorHub. To be arranged towards the end of the summer term, based on the Ofsted satisfaction survey. JC and JCu volunteered to attend the parents evening on March 26th.	CW	After meeting
14.03.24	Circulate skills audit forms to governors for completion over the summer. Form uploaded to GH (will also be emailed out) – governors to complete for next term. Summary for Term 2. Tbd (liaise with GH re NGA link).	Clerk	T6 meeting