Minutes of the T6 meeting of the Full Governing Board of CHRIST CHURCH C OF E PRIMARY SCHOOL

Held on 10th July 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	Headteacher	✓	✓	✓	✓	✓	✓
Georgina Harford	GH	Foundation	✓	✓	**A**	✓	✓	✓
Chris Brown	CB	Foundation	✓					
Vikki Richardson (Deputy Headteacher)	VR	Staff	✓	✓	✓	✓	✓	✓
Rachel Keenan	RK	Parent	✓	✓	✓	✓	✓	**A**
Elizabeth Quinn	EQ	Community	✓	✓	✓	✓	**A**	✓
Ruth Thrasher (Vice Chair)	RT	Community	✓	**A**	✓	✓	✓	✓
Jayne Coller	JC	Community	**X**	✓	✓	✓	**A**	**X**
John Culley	JCu	Parent	✓	✓	✓	✓	✓	**A**
Vacant		Community						
Vacant		Community						
Jennie Roberts	JR	Parent				✓	✓	**X**
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 6 - 10 July 2025

DRAFT

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.	**Procedural items:**
2.1	**Apologies for absence** The apologies for absence noted above were accepted. The Chair noted that both Jayne Coller and Jennie Roberts had stepped down from the board. Jennie will be taking up a role in the school office. It was noted that both parent and community governors would need to be recruited September. The Chair suggested that this was an opportunity to review the composition of committees to get a better mix of governor types, adding that financial skills should be a key consideration for new governors. **Action – clerk to confirm status of Jayne Coller.**
2.2	**Confirmation of Quorum** The meeting was quorate.
2.3	**Declarations of interest for this meeting** No pecuniary or personal interests were advised for any agenda item for this meeting.
2.4	**Confidentiality Statement** The Chair reminded governors that :

DRAFT

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.

3. **Any Other Business:**

The following items were noted for AOB :

- Votes of thanks.
- SIAMS training follow-up.
- Opening prayer/moment of reflection.
- HT appraisal.

4. **Minutes:**

The Minutes of the previous meeting on held on 15th May 2025 were agreed as an accurate record and were approved. To be signed by the Chair.

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

Actions arising from the meeting held on 15th May 2025:

Agenda Item	Action	Who	When
7	Governors should also consider their own thoughts and be ready to discuss at the next FGB meeting. *(the vision statement is in the meeting folder). Plan for a more detailed discussion for INSET day in September.*	All governors	Next meeting
7	HT to circulate SIAMS inspection framework to governors. Complete.	MO	After meeting
13	RK will post some dates for the social gathering on GovernorHub. Complete.	RK	After 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. Certificates to be sent to clerk.	TJ, All governors	Next 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). To be completed by 23rd May.TJ to circulate Google Form for Governor bios. Summary to GH.	Clerk, TJ, all governors	T6 meeting

DRAFT

6.	**Correspondence** Covered under confidential items.
7.	**Budget Approval.** In the absence of the Committee Chair the SBM summarised the headlines from the business manager's report before requesting budget approval: • A loss of £85k is predicted for this year, with £270k in reserves. • A £77k deficit is expected for next year due to the lag in funding and current small reception cohort. • A small surplus is expected for the year after. • There will a focus on in-year admissions to increase overall numbers nearer to 350 by October. • All potential savings for the coming year have been exhausted, with staffing being especially lean with no contingency. • Reserves will be slightly below the minimum level which may attract the attention of the ESFA, although their main concern will be a realistic recovery plan, which is in place. • The HT and SBM noted the significant difference 20 extra children, or a slightly different staffing profile would make to the budget. The SBM then summarised the current staffing situation, noting the following: • Staffing is based on the agreed class model of 1 in Y6 and 2 in all other year groups. • *(this section is covered under confidential items)* • LSA numbers are also very lean although essential cover for the for highest need children is in place. • The office admin functions are being restructured following Becky's retirement. Finance and HR will be separate, and Jennie Roberts has been recruited to that role. George will take on the remaining admin tasks, and a receptionist is being recruited. • Overall staffing is in a good position, all things considered. **Q** – Has SEND funding been reduced? **A**- Yes, due to the lag additional funding has been applied for where needed • **The budget was duly approved.**
8.	**HT Report including SDP update.** The HT and DHT then summarised the main headlines from the report, noting the following : **Quality of Education -** • Outcomes were summarised in detail at the TLA meeting. • Y1phonics and reception GLD were both good, being above national.

DRAFT

	• The high level of need for children sitting Y2 phonics retakes impacted outcomes. Interventions are planned for next year. • The Y4 multiplication check has been a challenge historically, with lots of children being just under the pass mark. Work towards this needs to start in Y2 and better engagement is needed from parents. **Q** – What was the target pass rate ? **A** – To be above national. **Q** - Are any specific groups lagging and is there a boy/girl split? **A** – There is an imbalance in the cohort with numbers and maturity. Parent engagement is also a factor, with the focus being on phonics and reading rather the maths so far. **Q** – Are parents responding positively? **A** – Yes. There is evidence that more support is being given. • Y6 SATS was significantly below national - 41% vs 62% for combined. **Q** – Was it expected to be this low? **A** – This cohort was always known to be a challenge, and this was highlighted further by last year's good Y6 results. However, we did expect some children to perform better than they did. **Q** – Will Y5 parents have access to this information? **A** – Yes. This will be reported in more detail in September and analysis will look at contributing factors such as lack of funding to boost interventions. Many children had a very low starting point. **Q** – Did any pre-testing indicate this outcome? **A** – Yes. There are several underlying reasons - some children joined in Y3 and hadn't passed phonics, and this cohort was the worst affected by covid and had the least engagement from parents. Children who would have done well left the school early, although the percentage of children achieving a higher standard was just above national. The low starting points of many children was a key factor. **Q** - Last year's Y6 were taught core subjects separately whilst this year were combined. Is there a risk of repeating the same pattern again this year? **A** - Yes. Due to the lack of funding for resources we will have to consider different strategies such as streaming for numeracy and literacy, although next year's cohort is stronger. The priority will be to boost Y6 if more funds become available. • It was suggested that the recent lack of SIO support may also have impacted provision, with a lack assurance around school strategies. The board noted its collective discomfort around the financial decisions that had to be made and the potential impact on outcomes. The board asked the HT to convey their thanks to Emma Williamson for her hard work with Y6.
9.	**F&R Update including Health and Safety.**

	The F&R update was covered under section 7. The SBM summarised the main Health and Safety highlights from the last meeting, noting the following: • Nothing significant to report this year, compared to previous years. • Mostly ongoing small projects – CCTV, car parking, sign-in system. • Financial challenges have been presented by the loss of some contractors. • Accidents have been lower, with no trends. • Lots of trips, workshops and camps have taken place. • IOSH qualification training is scheduled for September, setting the right culture for the school.
10.	**TLA Update.** This was covered under the HT report.
11.	**Safeguarding Update.** The SG link governor noted the following : • The annual safeguarding has been completed and posted on GovernorHub. • The SCR has been checked and signed off. A few housekeeping tasks are to be completed before Jennie Roberts takes over. • The latest version of KCSiE has been published. • Work will begin on the Bristol safeguarding audit in September.
12.	**Governor activities and training attended.** Training/activities attended as follows : • **GH** – finished foundation training. • **All governors (apart from RK and JCu) -** SIAMS training • **MO, RW -** sustainability day. • **All governors-** sports day. • **CW** - Getting to Grips with COSHH, Training with LADO, Beyond HR - Serving Strategic Success, DSL training.
13.	**Any Other Urgent Business (AOB):** **Vote of Thanks** The board thanked the SLT for their work this year. The HT thanked the governing body for all their support during his first year in the role. **SIAMS Training Follow-up** Catherine Petters and Rob Kean were invited to the T1 FGB meeting for a SIAMS training follow-up.

DRAFT

	Action - Catherine Petters and Rob Kean to attend T1 meeting. **Opening Prayer/Moment of Reflection.** Following SIAMS advice It was suggested that FGB meetings should open and close with a prayer/moment of reflection. It was agreed to try this for T1. GH agreed to send examples to the clerk. **Action – opening prayer/moment of reflection for T1 meeting. GH to send examples to the clerk** **HT Appraisal.** The Chair confirmed that the HT appraisal ahd been completed successfully. Documentation to be completed
14.	**To identify Items for Confidential PART II Minutes.** None
15.	**Future FGB Meeting Dates** To be confirmed All meetings begin at 6pm.
	The meeting closed at 19:30

Minutes are signed digitally by the Chair on GovernorHub

Actions arising from this meeting :

Agenda Item	Action	Who	When
2.1	Confirm status of Jayne Coller.	Clerk	After meeting
13	Catherine Petters and Rob Kean to attend T1 meeting.	Clerk, MO	Next meeting
13	Opening prayer/moment of reflection for T1 meeting. GH to send examples to the clerk	Clerk, GH, CW	Next meeting

Outstanding items from previous meetings:

Meeting date	Action	Who	When
15.05.25	Governors should also consider their own thoughts and be ready to discuss at the next FGB meeting. *(the vision statement is in the meeting*	All governors	Next meeting

DRAFT

	folder). Plan for a more detailed discussion for INSET day in September.		
05.12.24	Cyber Security training to be completed in January by all governors. Ongoing. Certificates to be provided. New governors to complete. Certificates to be sent to clerk.	TJ, All governors	Next 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). To be completed by 23rd May.TJ to circulate Google Form for Governor bios. Summary to GH.	Clerk, TJ, all governors	T6 meeting

DRAFT