

**TEVERSHAM CHURCH of ENGLAND PRIMARY SCHOOL****FULL GOVERNORS' MEETING****Tuesday 8<sup>th</sup> July 2025 – 6.00 pm***In person***MINUTES**

**Present: Governors:** Rebecca Simpkin Smith (Headteacher), Nick Moir (NM) (Chair), Sharon Byrne (SB), Tim Barrow (TB), Alissa Nolan (AN) until 7.35 pm . Rebecca (Beka) Wylie (BW) until 7.55 pm, Jo Haywood (JH), Ian Robinson (IR), Sara Smith (SS).

Katie Whitmore (Year 6 teacher & English Lead) for item 3.

Ann Abineri in attendance as Clerk.

The meeting was quorate.

1.	<b>Welcome from the Chair and Prayer led by NM.</b>	<b>Actions</b>
2.	<p><b>Declaration of pecuniary interests:</b> none declared in relation to items on this agenda.</p> <p><b>Apologies for Absence:</b> were received and accepted from Fiona Herczog (Governor) and Mel Webster (Associate Member).</p> <p>Ed Smith (Associate Member) not expected to be present.</p>	
3.	<p><b>English Presentation by Katie Whitmore</b></p> <p><i>Slides shared in meeting folder on GovernorHub.</i></p> <p>SATS results received today. Very good. 77% combined overall, with 77% also reaching expected standard in SPAG and 83% reaching in reading. Also increase in % of pupils working at greater depth. (43% in reading, 20% in writing).</p> <p>Katie explained the use of Little Wandle and outlined the success of Reading Groups and No Nonsense Spelling. The HT and SS explained that the training for staff is very good.</p> <p>Little Wandle is also working well in Year 2.</p> <p>Katie explained the DfE guidance on reading sessions per week has been useful although longer term impact is as yet unknown.</p> <p>Implementation and embedding is important which ties in with the emphasis on reading in the School Development Plan.</p>	

	<p>DfE Writing Guidance issued 8<sup>th</sup> July 2025.</p> <p>School Library has a wide range of high quality and diverse books. Non-fiction books have been reviewed and donations from Amazon wish list have been received. A discussion took place on encouraging families to donate books.</p> <p>Take up of reading for pleasure is good in most families but Katie is also aware of need to support other parents and carers.</p> <p>Katie is working on curriculum development and scaffolding with teachers.</p> <p>The HT explained that the Pupil Premium gap needs to be seen in the context that a high proportion of Pupil Premium children are also SEND. <b>A Governor commented</b> on the difficulties of small data sets. The HT emphasised the importance of case studies in accurate depiction of progress.</p> <p><b>A Governor asked</b> about the Battle of the Books data and Katie explained that children are aware that teachers encourage some children to read at school when aware that they do not read at home, The HT explained that the competitive element of Battle of the Books is problematic and she is considering alternatives. In September Battle of the Books could be paused discreetly but expectation of children reading will still be in place. There will be a comparison with this year's data.</p> <p><b>A Governor asked</b> about parents signing reading records and whether this is effective and discussion took place. Governors agreed with the HT that this is part of the conflict between extrinsic and intrinsic motivation.</p>	
<p><b>4.</b></p>	<p><b>Minutes of meeting 20<sup>th</sup> May 2025</b></p> <p>Approved. Chair to sign electronically.</p> <p>Matters arising from minutes (not on the agenda)</p> <p>Parent Governor vacancy: information to be shared with parents and carers in September 2025.</p> <p>Methods of communicating the role of the FGB with parents were discussed. NM to do a summary of the work of the Governing Body and roles within the GB, to circulate to parents. In September 2025.</p>	<p><b>Action: NM</b></p>
<p><b>5.</b></p>	<p><b>School Development Plan</b></p> <p>The HT explained that the Strategy Day was a success. And the main headlines are now settled for the 2025-26 plan.</p> <p>Review of the 2025-26 SDP: SATS data indicate success.</p> <p>Year 5 children are in a strong position moving into Year 6.</p> <p><b>A Governor asked</b> what we are getting right. The HT responded that our curriculum is well matched to our learners' needs, implemented consistently across classes, and the teachers know the data well and know how to target interventions to make the difference.</p>	

	<p><b>A Governor commented</b> that the maths data shows that the maths interventions are working well.</p> <p>The HT explained that the multiplication check data needs to show more progress although the testing appears problematic and she has discussed this with SLT. With a high Pupil Premium demographic, it can be hard to meet all needs in the time available in school and there has been superficial progress but not so much evidence of deep learning. The HT is buying into a systematic programme, involving 10 mins a day for Yr 3 from January 2026. This model has proved successful in Little Wandle.</p> <p><b>A Governor asked</b> if there was a link between no longer using Numbots and Times Tables Rockstars and the data. The HT explained this has been discussed in school and is not thought to be linked. In response to <b>a Governor question</b>, the HT agreed that multi-sensory approaches are used wherever possible.</p> <p>SATS</p> <p><b>A Governor asked</b> about the pattern over two years and the data was summarised. It looks as if there was a post Covid dip but there has also been an increase in Pupil Premium and SEND pupils. The possibility of exploring this further was discussed but BW explained that from the Curriculum Committee point of view, it has been hard to explore, particularly as the confidence interval has not been reported since 2019. Also the children in school are not the same children that were on roll pre-Covid which affects comparison. It was noted that consistent teaching has been significant with children starting and finishing the year with the same teacher for the last two years.</p>	
6.	<p><b>Parent survey analysis</b></p> <p>Data made available with last years for comparison. It was noted that there are significant numbers of Don't Knows. <b>Governors commented</b> that if parents were concerned about behaviour of bullying, they would take this opportunity to express concerns.</p> <p>It was noted that the use of Tapestry in Early Years is successful.</p> <p>Improving communications: the HT suggested that 'hybrid' info sessions (online and in person e.g. Grafham trip) are a good model.</p> <p><b>A Governor asked</b> about catering. HT responded that the company are engaged and parents are being informed. Menu cycles will be tried out. Company will attend events.</p> <p>In response to <b>a Governor question</b>, the HT confirmed that the existing catering staff are settling into new system.</p>	
7.	<p><b>Headteacher's report</b> (based on reports given to subcommittees)</p>	

	<p>Committee minutes feed into FGB. Positive feedback to this model.</p> <p>No questions that have not already been covered in other items.</p>	
<p><b>8.</b></p>	<p><b>Update on meeting with Chair &amp; Head of Cherry Hinton School</b></p> <p>HT reported on the meeting which looked at the possible benefits of collaboration between schools to share expertise e.g. links between Subject Leaders who can be quite isolated in small schools.</p> <p>Links between school’s governing bodies could be formed.</p> <p>It was explained that this would be collaboration with a memorandum of understanding.</p> <p>Governors felt this could be beneficial whilst noting that this would not prevent the school from considering other options in future.</p> <p>It was agreed that Governors would look at this in the Autumn term with a possible meeting between Governing Bodies in the Spring Term.</p> <p>NM continues to be in touch with Ely Director of Education.</p>	
<p><b>9.</b></p>	<p><b>Resources matters</b></p> <p>Finance update: data shared. Resources meeting will discuss in depth.</p> <p>TB summarised the Committee Minutes 9<sup>th</sup> June 2025.</p> <p>Pre-school building: delayed due to a Victorian well being found. School had to close for a day due to a cut pipe. Otherwise, work is moving on. It was noted that the builders are considerate and the children are very interested in the work being done.</p> <p>IR has agreed to be contact person for Building Works Site manager over the school holidays.</p> <p><b>Health &amp; Safety</b></p> <p>TB visited,.</p> <p>Handyman: currently we have someone willing to support some works on a voluntary basis, but a more sustainable model is needed.</p> <p>High summer temperatures being managed well.</p> <p>Diocesan Condition Survey still awaited.</p> <p>Recent LA tree survey was last one for now although small schools may still be covered by the LA. The LA will honour work identified as required by last survey. Governors felt strongly that the LA position on this raises serious concerns as trees are not the school’s area of expertise and concerns may lead to less trees on site which is not</p>	

	compatible with supporting the environment.	
	<p><b>Curriculum matters</b></p> <p>JH outlined key points of meeting on 23<sup>rd</sup> June 2025 (minutes to follow)</p> <p>A fence is needed to delineate Geography area.</p> <p>Early Years visit note to follow.</p> <p>Strengths of cohorts noted.</p> <p>Cohesion across Early Years is beneficial.</p> <p>Landscaping for new build area. Potentially £20,000 so funding is needed. Some funding already ring fenced (£2,000 from Parish Council). Governors to look into possible funding.</p> <p>The HT thanked JH for her work on the Music Grant which will make a difference and enable joint recorder and ukulele lessons to take place.</p> <p>Funding has been secured to take Year 5 to see Wicked.</p>	
<b>10.</b>	<p><b>Safeguarding report</b></p> <p>Annual report: the HT met with JH to discuss. Shared with Governors. Submitted to the Local Authority.</p> <p>Governors invited for Safeguarding training 2<sup>nd</sup> Sept 2025 1.30 pm.</p> <p>Training in Online safety for Governors to be planned.</p> <p>New filtering and monitoring system in place.</p> <p>How to use AI safely to be explored.</p> <p>My Concern training going well. Audits taking place and best practice being developed.</p> <p>Pupil Voice and parental engagement discussed.</p>	
<b>11,</b>	<p><b>Sustainability report</b></p> <p>Governors thanked BW for her report. <b>A Governor asked</b> about the information source: which was the Key.</p> <p>To be repeated next year.</p>	
<b>12.</b>	<b>Policies</b>	

<p><u>Code of Conduct</u></p> <p>EPM model policy,</p> <p>Section 8.<b>A Governor asked</b> about the use of social media and other contact or relationships between adults in school and families in the school community, and whether guidelines should be included in this policy. A phrase was agreed for inclusion. A phrase relating to examples of social media also updated.</p> <p>Wording regarding declaring matters of concern was clarified. Numbering corrected.</p> <p>Approved subject to amendments</p> <p><u>Disciplinary Procedures</u></p> <p>EPM model.</p> <p>No changes.</p> <p>Approved.</p> <p><u>Disciplinary Rules</u></p> <p>EPM model.</p> <p>No changes.</p> <p>Approved.</p> <p><u>Allegations of Abuse</u></p> <p><u>For review</u> in September 2025 in line with Keeping Children Safe in Education (KCSIE )update.</p> <p><u>First Aid</u></p> <p>Amendment made regarding termly report .</p> <p>Approved subject to amendment.</p> <p><u>Grievance Procedure</u></p> <p>EPM model.</p> <p>No changes.</p> <p>Approved.</p> <p><u>Mobile Phone Policy</u></p> <p>No changes.</p>	
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	<p>Approved.</p> <p><u>Lone Working:</u></p> <p>Definition of lone working has been clarified.</p> <p>Approved.</p> <p><u>Acceptable Use Policy:</u></p> <p>Delegated to HT</p> <p><u>Intimate Care Policy:</u></p> <p>Consultation with staff and parents took place.</p> <p>No amendments required.</p> <p>Approved.</p> <p><u>Debt Recovery Policy:</u></p> <p><b>A Governor asked</b> if this should be on the school website. HT to consider best way of making it available.</p> <p>Approved.</p> <p><u>Equality Statement and Policy:</u> for Governor information and review.</p> <p>JH reflected on a comment made during the EYFS visit about children’s tolerance and understanding – to be added to this statement</p> <p>The HT felt it was an opportunity to communicate with all families how much all children benefit from the diversity of children in school.</p> <p>It was noted that the Curriculum review will seek to ensure that dyslexia isn’t a barrier.</p> <p>Use of case studies discussed – difficult to use without children being identifiable so HT retains this information and can share it when appropriate.</p> <p>in response to <b>a Governor question</b> the HT explained the value of specialist advice from both sports coaches and external agencies in support and adaption.</p> <p><u>Critical incident planning:</u></p> <p>Reviewed in school. To be on Resources Cmt Agenda Sept 2025.</p>	
<p>13.</p>	<p><b>Training and Administration:</b></p> <p><u>Update on training attended by Governors this year</u></p>	<p>HT/TB</p>

APPROVED

	Training Audit by Clerk focused on Safeguarding and Prevent. Clerk to check again at Half Term. Plan for training: first FGB Autumn term, allocate training which Governors can then feedback.	<b>Clerk</b>
<b>14.</b>	<b>Any Other Business</b> none	
<b>15.</b>	<b>Meeting dates for 2025-6</b> to approve: further amendment request. Clerk will circulate, put on GovernorHub calendar and submit to school for website.	<b>Clerk</b>

*Meeting closed 8.15 pm*