



*Aspirational opportunities for all, through the breath of God"*

## Minutes (6)

**Purpose:** Meeting of the Local Governing Body  
**Date:** Thursday 10<sup>th</sup> July 2025  
**Time:** 4.15pm – 6.15pm  
**Location:** St George's Church of England Primary School, Chequers Road, Sheerness, Kent, ME12 3QU

**Present:**

Howard Fisher (HF)	Headteacher
Carol Gardener (CG)	Foundation governor
Emma Hill (EH)	Staff governor
James Shaw (JS)	Vice Chair, Foundation governor
Lucie Wilson (LW)	Parent governor (left at 5.30pm)
Angie Cummins (AC)	Ex-Officio governor
Abi Oniye (AO)	Chair, Co-opted governor <i>arrived at 16.34pm</i>

**Also, In Attendance:**

Zoe Spoerry (ZS)	Deputy Headteacher, Associate member
Nnenna Jones-Agbaje (NJA)	Co-opted governor (pending enrollment)
Sam Williams (SW)	Writing Lead
Dan Crowe (DC)	Math's Lead
Matt Cook (MC)	PE Lead
Daisy Cousins (DC)	Finance Officer (via MS Teams)

**Apologies accepted:** None

**Absent:** Paul Philips (PP) Parent governor

**Clerk:** Kerry French Local Governance Professional

Unless stated otherwise, all papers and documents were circulated ahead of the meeting. Click [here](#) for meeting folder

Item:	Summary Description:	Action:
<b>Procedural:</b>		
1.	<b>Welcome, Apologies, Prayer:</b> a) JS, Vice Chair, welcomed all in attendance and opened the meeting at 16.16pm. b) AO gave prior notification that she would arrive late to the meeting owing to work commitments. There were no apologies received from PP – The Clerk will establish reasons for absence post meeting. c) The meeting was led in opening Prayer by AC.	
2.	<b>Quorum:</b> The meeting was established as quorate (7/8)	

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3.	<b>Declaration of Business Interests:</b> LW and MC are related, however, it was confirmed that there were no items on the agenda where discussions would be conflicted.																																											
4.	<b>Governing Body Business/Membership</b> a) The Board unanimously agreed to reappoint AO as Chair of the LGB for the next academic year. Her appointment will be put to the Trust Board for approval on 16th July 2025. b) The Board unanimously agreed to reappoint JS as Vice Chair for the next academic year. c) Governor meeting dates for 2025/26 were agreed as 16 <sup>th</sup> October 2025, 11 <sup>th</sup> December 2025, 12 <sup>th</sup> February 2026, 26 <sup>th</sup> March 2026, 16 <sup>th</sup> May 2026 and 16 <sup>th</sup> July 2026. The Clerk has sent meeting invitations to all. d) Governors were reminded to update their training records on GovernorHub. e) The Clerk reminded all to complete the skills audit, with an explanation of recent changes. Governors are now required to complete two training courses per annum, in addition to safeguarding training. Training must be completed ahead of the term one meeting.																																											
5.	<b>Minutes of the last meeting</b> a) Part one of the minutes of the LGB Meeting held on 22nd May 2025 were agreed for content and accuracy, and will be marked as signed on GovernorHub by the Chair. b) Part two (confidential) of the minutes of the LGB Meeting held on 22nd May 2025 were agreed for content and accuracy, and will be marked as signed on GovernorHub by the Chair.																																											
6.	<b>Actions/Matters arising:</b>  <table border="1"> <thead> <tr> <th>Item</th><th>Action</th><th>Owner</th><th>Comment</th><th>Status</th></tr> </thead> <tbody> <tr> <td>5.</td><td>22<sup>nd</sup> May 2025</td><td></td><td></td><td></td></tr> <tr> <td>1c</td><td>Send Clerk Prayers to include on each agenda.</td><td>EH</td><td></td><td>Deferred</td></tr> <tr> <td>8a.</td><td>Write to kitchen staff to congratulate them on their food-hygiene inspection outcome.</td><td>AO</td><td></td><td>Deferred</td></tr> <tr> <td>10b</td><td>New governors to contact their 'buddy' to arrange monitoring visits in their respective areas.</td><td>AC (AO), NAJ (LW), PP (JS)</td><td></td><td>Ongoing</td></tr> <tr> <td>10c.</td><td>Governors to arrange/confirm attendance for monitoring visits (posted on GH / detailed in minutes)</td><td>All</td><td></td><td>Ongoing</td></tr> <tr> <td>10d.</td><td>Undertake Judicium safeguarding training, and send Clerk a copy of certificate once complete.</td><td>AC, NAJ, PP</td><td></td><td>Ongoing</td></tr> <tr> <td>10d.</td><td>Confirm have read and understood KCSIE and code of conduct via GovernorHub.</td><td>AC, NAJ, PP</td><td></td><td>Ongoing</td></tr> </tbody> </table>				Item	Action	Owner	Comment	Status	5.	22 <sup>nd</sup> May 2025				1c	Send Clerk Prayers to include on each agenda.	EH		Deferred	8a.	Write to kitchen staff to congratulate them on their food-hygiene inspection outcome.	AO		Deferred	10b	New governors to contact their 'buddy' to arrange monitoring visits in their respective areas.	AC (AO), NAJ (LW), PP (JS)		Ongoing	10c.	Governors to arrange/confirm attendance for monitoring visits (posted on GH / detailed in minutes)	All		Ongoing	10d.	Undertake Judicium safeguarding training, and send Clerk a copy of certificate once complete.	AC, NAJ, PP		Ongoing	10d.	Confirm have read and understood KCSIE and code of conduct via GovernorHub.	AC, NAJ, PP		Ongoing
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7.	<p><b>Subject Lead Presentations:</b></p> <p>All subject leads gave a comprehensive overview of their areas, outlining progress, key highlights, and next steps. A PE presentation was shared on screen, while handouts for Writing and Math's were circulated. Governors thanked staff for their time and expressed satisfaction with the detail of the updates.</p>	
8.	<p><b>Finance:</b></p> <p>a) <u>To review Governor Report for May 2025</u></p> <p>b) <u>Consolidated cash flow</u></p> <ul style="list-style-type: none"> <li>• Cashflow not a concern, as Trust funds sit in a central account.</li> <li>• Governors raised concerns about pooled finances across the Trust and stressed the need for close monitoring.</li> <li>• <b>Governors requested clear evidence that STG's funds are correctly allocated within the trial balance. This will be demonstrated at the next Finance Meeting (18.06).</b></li> </ul> <p>c) <u>To review Financial Report May 2025</u></p> <ul style="list-style-type: none"> <li>• Finances remain on track for year-end.</li> <li>• Current surplus: £260,515.</li> <li>• Additional £50k invested in Insignis Bank (6-month term) to generate income.</li> <li>• Some pre-payments for the Year 6 residential have been made.</li> <li>• Certain budgets are currently overspent, but these are expected to balance out.</li> <li>• From June onwards, reports will include pre-payments and accruals to ensure percentages are accurate – no concerns raised.</li> <li>• Staff numbers remain reduced, creating significant pressures and limiting resources.</li> <li>• Specific budget pressure identified in Year 3.</li> <li>• Electricity: £20k billed to the end of April; awaiting next bill.</li> </ul> <p><b>Q: Are the electricity readings actual or estimated?</b></p> <p>R: Actual meter readings are submitted regularly via the EDF portal, and evidence is kept. Going forward, bills will be paid by Direct Debit to avoid delays and ensure percentages remain accurate.</p> <p>d) <u>Reporting PE and sport premium grant expenditure - categories of grant spending</u> <u>Approved by all – report to be submitted to the DfE.</u></p> <p>e) <u>Approval of budget variants over £5,000</u> None.</p> <p>f) <u>Approval of items over £10,000</u> None.</p>	

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9.

### Headteacher’s Report:

- Admissions – 391 pupils on roll, 5 x in year admissions.

**Q: Are there particular children leaving and returning?**

**R:** It is mainly due to pupil mobility—for example, families moving into new housing estates, or moving out of the area and even out of the country. Last year, we had approximately 25–30 in-year admissions.

- Attendance – 94.1 % (National 94.4%)
- SEND –64 pupils (16%), including 14 with EHCPs. Have signed up to the DfE’s Partnership for the Inclusion of Neurodiversity in Schools (PINS) project.
- Behavioral Reports (inc. pupil mental health and wellbeing) - 1 x suspension for physical
- Pupil Premium - 93 children (24%) attendance 91.7%.
- Details of interventions and innovations using PP - The new PP strategy will be shared next academic year.

**Q: Are you happy with progress?**

**A:** Yes, particularly considering the speech and language needs. Trust support has been very helpful with referrals. However, next year the Speech & Language TA will be in class for two days, which will reduce the level of support available.

- School performance and standards - 87% in phonics for year 1, Scoring national average in the year 4 multiplication test, getting 73% for writing in the year 6 writing moderation.

#### YEAR 6 SATS

	St George's 2025	St George's 2024	National 2025	National 2024	Kent	Aquila Trust Schools 2025
Reading	80%	73%	75%	74%	Not released	71%
Writing	73%	75%	72%	72%	Not released	73%
Maths	62%	57%	74%	73%	Not released	65%
R/W/M Combined	58%	50%	62%	61%	Not released	56%

One child was absent, we are awaiting confirmation if their result must be counted. If not, overall data will improve. Gaps remain due to limited resources, preventing outcomes from rising above national levels.

**Q: What cohort of children will reflect where we need to be?**

**R:** Year 4 – 25% of pupils did not start with the school in Reception (a trend across most year groups). This mobility has a significant impact on outcomes, though substantial investment is made in supporting new pupils.

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	<ul style="list-style-type: none"> <li>Impact of PE &amp; other Funding – <b>Approved</b> (see 8 Finance)</li> <li>Staffing information (inc.mental health and wellbeing) - The school is fully staffed for September. Staffing has reduced by 8 posts over the last three years, so SLT will review the core offer and scale back or remove non-essential areas. A union visit regarding the Aquila support staff pay policy raised no issues, as the offer is more generous than KCC.</li> <li>Management Structure September 2025 – <b>Approved</b>.</li> <li>Celebrations - School nominated for the Royal Opera House outreach programme. It has also been selected as 1 of only 6 nationally to join the Hamlyn Arts Trust Programme – a 2-year initiative providing free CPD and access to artists, sculptors, and dance leads to support</li> </ul>	
10.	<p><b>School Improvement</b></p> <p>a) <u>School Improvement Plan</u></p> <ul style="list-style-type: none"> <li>2024/25 plan closed; new plan to be ready for September 2025.</li> <li>Orange/Red visits not rearranged (Trust)</li> <li>Funding now available to convert space near the Year 1 playground into a small first aid room.</li> </ul> <p>b) <u>Ofsted</u> Training for inspectors under the new framework will take place at the end of October 2025.</p> <p>c) <u>Note(s) of Visit(s)</u> JAJ carried out writing monitoring on the 24<sup>th</sup> June 2025 (report provided)</p> <p>d) <u>Annual overview of stakeholder feedback (pupil voice, staff survey results, parent feedback)</u> <b>Results will be available in term one – deferred.</b></p> <p>e) <u>Review compliance with minimum expectation on length of school week</u> No change from last year. <b>Form will be completed and signed by AO/HF and returned to the Trust.</b></p>	
11.	<p><b>Christian Distinctiveness/SIAMS</b></p> <p>Inspection due next academic year. Governors were encouraged to attend Twilight training</p>	
12.	<p><b>Governor Monitoring and other Reports &amp; Visits:</b></p> <p>a) Update of monitoring visits undertaken; subjects and governor/s</p> <ul style="list-style-type: none"> <li>SATs Review (AC 12.05.25)</li> <li>SATs Compliance (CG 14.05.26 &amp; 15.05.26)</li> <li>PE - Sports Day (CG 18.06, 19.06.25)</li> </ul>	

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	<ul style="list-style-type: none"> <li>• PE (LW 18.06.25) Very hot but children really well looked after – children enjoyed themselves. Well supported by parents.</li> <li>• Inclusion (NJA, LW 04.07) EH praised for organisation and strong knowledge of all children and their needs. Impact of reduced funding and EHCPs noted; risk assessment conducted to review capacity to meet needs. Support strategies in place for all children</li> <li>• Curriculum – 11+ Progress (AC 22.05.25)</li> <li>• Collective Worship (AC 24.04.25)</li> </ul> <p>b) <u>Agree monitoring visits for next term</u> SIAMS and Collective Worship will be the main focus. Starting in September, governors were asked to attend one session per half term each.</p> <p>c) <u>Receive any other Reports or notes of visits</u> None.</p> <p>d) <u>Conduct board self-evaluation in accordance with Governors Impact Statement 2024/25</u> Governors were reminded of the importance of following up a monitoring visit with a written report.</p> <p>e) <u>Annual review of chair and individual governor contributions</u> Governors noted the need to cap HF’s time out of school (suggested setting a fixed number of days), as there is no funding in place and the pressure is falling back on ZS and EH. Ofsted observed that while HF’s contribution to the Trust is clear, the reciprocal support from the Trust is not, which is creating undue pressure on other staff.</p>	
13.	<p><b>Safeguarding:</b></p> <p>a) <u>Any issues or concerns for Governors to be made aware of</u> 0 Child Protection, 1 Child in Need, 1 Early Help.</p> <p>b) <u>Safeguarding outcomes</u></p> <p>c) <u>Annual Safeguarding review</u> No red actions. HF and ZS to complete mid-year review on 7th July; shared with LW during monitoring visit.</p>	

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14.	<p><b>Health &amp; Safety:</b></p> <p>a) <u>Any issues or concerns for Governors to be made aware of</u> 1 x incident involving an adult hitting their head. One day's absence as a result.</p> <p>b) <u>Premises update</u></p> <ul style="list-style-type: none"><li>Funding is available from the DfE to replace LED lights. A bid has been submitted via the Trust for £179k and we waiting for an outcome. Funding to replace external lights, including car park and nursery has been approved and will take place over summer.</li><li>Roof works to commence over the summer, funded via DfE bid through Trust.</li><li>School currently has no hot water. Kitchen has only dishwasher and handwashing urn. A month ago, hot water cylinder was found smoldering due to a continuously active heating element for two years. Plumber made it safe; whole tank destroyed. Replacement cylinder installed, but not yet connected to system; repairs expected in August. Risk of school closure persists; kitchen adjusting meals accordingly. Trust funded replacement, but original installation issues remain under review.</li><li>Estimated electricity overspend (£38k) due to continuous boiling over two years.</li></ul> <p>c) <u>Review of Health &amp; Safety and report on incidents recorded</u> None.</p> <p>d) <u>Progress towards General Risk Assessment priorities</u> No issues reported.</p>	Verbal
15.	<p><b>Riskmate Risk Register</b></p> <p>a) <u>Update from Headteacher regarding Riskmate Register</u> As per report.</p> <p>b) <u>Assess Riskmate return for current strategic risks and ensure appropriate mitigations are considered</u> Inadequate funding remains the most significant risk. Governors noted that while the DfE is funding the lighting project, classroom resources are not, leading to misaligned priorities.</p> <p>c) <u>GDPR</u> No requests or breaches.</p>	
16.	<p><b>Policy Review:</b></p> <p>a) Aquila Trust Policies: (Adopt only)</p>	

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	<ul style="list-style-type: none"> <li>Asbestos Management v.1 Reissued certificate saved £1,000.</li> <li>Aquila Pay Policy 25–26 (Support Staff) Pay higher than Kent; union met with staff; no issues raised.</li> <li>Sustainability Policy &amp; Action Plan v.1 Government directive requires a teacher officer and another unpaid role; team produced action plan accordingly.</li> <li>Transporting Children or Young People v.1 Mini bus operational; new staff must complete £1,000 training course. MC and PY to provide training over summer.</li> <li>Staff Expenses Policy</li> <li>Trustee Expenses Policy</li> </ul> <p>b) School Based Policies: (Ratify)</p> <ul style="list-style-type: none"> <li>Administering Medicine</li> <li>Educational Visits</li> </ul> <p>All policies were adopted/ratified.</p>	
17.	<p><b>Confidentiality:</b> None.</p>	
18.	<p><b>Future Dates and Agenda Plans</b></p> <p>a) The next meeting will take place on the 16<sup>th</sup> October 2025 at 4.15pm</p> <p>b) Agree important items to be included on the next agenda;</p> <ul style="list-style-type: none"> <li>Annual overview of stakeholder feedback (pupil voice, staff survey results, parent feedback)</li> </ul>	
19.	<p><b>Closing Reflections &amp; Meeting Summary</b></p> <p>a) <u>What was the theme of the key discussion during the meeting and what is the impact for the pupils?</u> The meeting focused on school operations, safety, and wellbeing. Pupils benefit from a safe, supportive, and well-managed environment; they are happy, cared for, and respected.</p> <p>b) <u>What was the key challenge facing the school during this discussion?</u> Managing resources and funding, particularly classroom resources, alongside operational priorities such as hot water, lighting, and staff training, remains a significant challenge.</p>	

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	<p>c) <u>What are the areas for celebration in this discussion?</u> Successful completion of the pantomime and other pupil activities. Staff dedication and achievements, particularly the SLT, despite being stretched. Evident progress in safeguarding and overall pupil wellbeing. Positive school culture with staff and governors sharing the same vision.</p> <p>d) <u>Closing Prayer</u> AC thanked everyone for their contributions, wished them a safe term and summer, and encouraged a refreshed return in September. AO will write to staff to formally thank them. Staff meeting scheduled for 14 June 2025.</p> <p style="text-align: right;"><i>Meeting closed at 18.27pm</i></p>	
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10b	New governors to contact their 'buddy' to arrange monitoring visits in their respective areas.	AC (AO), NAJ (LW), PP (JS)		Closed
10b.	New governors to be invited to observe SEND and Safeguarding monitoring.	LW, AO		Closed
10c.	Governors to arrange/confirm attendance for monitoring visits (posted on GH / detailed in minutes)	All		Closed
10d.	New governors to undertake Judicium safeguarding training, and send Clerk a copy of certificate once complete.	AC, NAJ, PP		Ongoing
10d.	New governors to confirm have read and understood KCSIE and code of conduct via GovernorHub.	AC, NAJ, PP		Ongoing

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