



Aspirational opportunities for all, through the breath of God”

Meeting of the Local Governing Body (T1) Approved Minutes Part One

Purpose: Meeting of the Local Governing Body
Date: Thursday 16th October 2025
Time: 4.15pm – 6.15pm
Location: St George's Church of England Primary School, Chequers Road, Sheerness, Kent, ME12 3QU

Present:

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

Also, In Attendance: Zoe Spoerry (ZS) Deputy Headteacher, Associate member

Apologies accepted: Kerry French (KF) Local Governance Professional

Absent:

Paul Phillips (PP)	Parent Governor
Nnenna Jones-Agbaje (NJA)	Co-opted Governor

Clerk: Abbie Hill (AH) Office Manager

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

Key:
New or deferred item
Confidential item
Requires approval/action

Item:	Summary Description:	Action:
1.	Welcome, Apologies, Prayer a) The Chair's opened the meeting at 4.18pm and welcomed all in attendance. b) Apologies had been received in advance from KF owing to annual leave, which were accepted by all. AH very kindly agreed to take minutes for the meeting in KF's absence. PP and NA were not in attendance, with no apologies were sent. The Clerk will establish reasons for absence post meeting. c) AC led in opening Prayer	Clerk

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	e) <u>Training:</u> - Completion of Governing Board Effectiveness tool Action: HF, NJA, AO, PP an ZS to complete Governing Board Effectiveness tool (several reminders sent) - Riskmate Register video (to be played at meeting) Deferred to next meeting f) <u>Clerk to update on any new information/processes</u> Deferred to next meeting.	HF, NJA, AO, PP, ZS																																
5.	Minutes of the last meeting and Actions Arising a) The minutes of the LGB Meeting held on 10th July 2025 were agreed for content and accuracy. They will be uploaded to GovenorHub and marked as signed by the Chair. ~~b) To approve confidential minutes of the LGB Meeting held on 10th July~~ e) Governing Body actions and matters arising were updated as follows: <table><tr><th>Ite m</th><th>Action</th><th>Owner</th><th>Stat us</th></tr><tr><td colspan="4">5. 22nd May 2025</td></tr><tr><td>1c</td><td>Send Clerk Prayers to include on each agenda.</td><td>EH</td><td>Defer red</td></tr><tr><td>8a</td><td>Write to kitchen staff to congratulation them on their food-hygiene inspection outcome.</td><td>AO</td><td>Clos ed</td></tr><tr><td>10</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>Clos ed</td></tr><tr><td>10</td><td>New governors to be invited to observe SEND and Safeguarding monitoring.</td><td>LW, AO</td><td>Clos ed</td></tr><tr><td>10</td><td>Governors to arrange/confirm attendance for monitoring visits (posted on GH / detailed in minutes)</td><td>All</td><td>Clos ed</td></tr><tr><td>10</td><td>New governors to undertake Judicium safeguarding training, and send Clerk a copy of certificate once complete.</td><td>NAJ, PP</td><td>Outst andi ng</td></tr></table>	Ite m	Action	Owner	Stat us	5. 22nd May 2025				1c	Send Clerk Prayers to include on each agenda.	EH	Defer red	8a	Write to kitchen staff to congratulation them on their food-hygiene inspection outcome.	AO	Clos ed	10	New governors to contact their ‘buddy’ to arrange monitoring visits in their respective areas.	AC (AO), NAJ (LW), PP (JS)	Clos ed	10	New governors to be invited to observe SEND and Safeguarding monitoring.	LW, AO	Clos ed	10	Governors to arrange/confirm attendance for monitoring visits (posted on GH / detailed in minutes)	All	Clos ed	10	New governors to undertake Judicium safeguarding training, and send Clerk a copy of certificate once complete.	NAJ, PP	Outst andi ng	
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	10 New governors to confirm have read and understood d. KCSIE and code of conduct via GovernorHub. 6. 10th July 2025 10 Minimum expectation on length of school week form to e be signed and returned to Trust NAJ, PP AO, HF Outstanding Complete	
6.	Subject Lead Presentations: HF delivered a short presentation on SIAMS, highlighting the key points clearly. Teachers were completed in March April and Support Staff in September. <i>Q: Do you have to make the pupils aware the hymns mention God every time you sing?</i> R: Most hymns are written as expressions of faith, worship, or prayer, so they often mention or refer to God naturally. However, some hymns focus on themes like love, peace, gratitude, or community, which still align with faith without directly mentioning God in every verse. Children are invited to pray if they choose and their individual choices are always respected. <i>Governor Comment: It's evident that many of these practices are reflected in the children throughout the school, who demonstrate acceptance of differences and a strong culture of inclusion.</i> R: Breath of God is in everything we do – comes naturally and who we are. SIAMS inspection questions for Governors will be discussed at the next meeting.	
7.	Leadership Team Reports a) <u>Headteachers Report</u> - Admissions – 380 on roll (5 x LAC, 14 x EAL)11 have left, and there have been 3 in year admissions. Budget will be impacted with 11 pupils leaving in Summer. 25 percent of pupils not in school in reception, joining us later on in the year. - Attendance – 93.5% Absence is 20 percent holidays, and a lot of illness. Absences inline with national average. - Behavioural Reports and pupil mental health and wellbeing -	

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Two suspensions this term for same pupil.
The school is participating in 'This Is Me' project – open meetings are held with parents to discuss any difficulties or changes parents may be experiencing.

Q: How many parents will you be able to see each term?

R: Four have been seen so far this term.

Q: Will this alleviate workload, and offer additional support to children going forward?

R: Traits must be observed in at least two different settings. The school completes their section, and parents provide their input by outlining their concerns. However, parents' views are often not given equal weight, and there tends to be limited back-and-forth communication. This process can leave parents feeling held to account rather than supported. There's also a common misconception that receiving a diagnosis will automatically resolve any issues.

- School performance and standards –
Due to extra marks given over the summer SATs scores went up even more. In year 1 phonics, 87% of pupils met the standard, surpassing the national average of 81% and exceeding Aquila's 75%.
Rise in attainment in writing 27 percent in year 4
- Impact of PE & other Funding –
As per the report.
- Staffing information, including mental health and wellbeing –
Lots of sickness and appointments being taken during working hours.

b) Pupil Premium Statement September 2025

Governors approved report.

c) Review and approve SEND information report ahead of publication

Governors confirmed approval of SEND information report and EH confirmed it has been published on school website

d) Maths & Creativity Project

Year 6 results were above the school's target but below national average

e) Appraisals

Parts of the discussions were deemed confidential and will be recorded under part two of the meeting minutes.

- Staff Appraisals arrangements

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	HF confirmed all Staff appraisals have been carried out in accordance with Trust policy.	
8.	School Improvement Plan (SIP) a) <u>Identify, in priority order, focus areas for this year</u> The SIP was shared on screen and an update given by the HT. There were no areas of concern raised. b) <u>Notes of visit</u> None received. c) <u>Annual overview of stakeholder feedback (pupil voice, staff survey results, parent feedback)</u> Not discussed.	
9.	Christian Distinctiveness/SIAMS: Following last year's teaching staff CPD, three twilight sessions (including governors) were completed. This year's INSET day focused on the school's vision and values. Staff explored how the vision is reflected in school life, its impact, and discussed worship, wellbeing, spiritual development, and their role in supporting pupils. The school continues into the new academic year without a vicar. The school will visit the church for the Harvest service as usual and will collect donations for the Sheppey Foodbank.	
10.	Governor Monitoring and other Reports & Visits a) <u>Governors impact Statement</u> Circulated ahead of the meeting. No questions raised. b) <u>Receive monitoring reports for term one</u> - CG Leavers Assembly 22.07.25. - AO carried out a SIAMS learning walk (report to follow) Teachers demonstrated a distinctive and individual teaching style. Display boards were thoughtfully designed, linking learning objectives in a creative and engaging way. c) <u>Agree monitoring visits for term two</u> - Governors were encouraged to collectively contribute to monitoring, as AO, JS and LW are currently leading. - AO will carry out a RE learning walk - 03.10.25. - JS, LW, CG and PP to carry out H&S monitoring – date TBC.	

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	- LW to attend Open Day for new INTAKE – 06.11.25. - Governors were invited to attend Pupil Progress meetings. - JS and AO will attend Christmas celebrations – 17.12.25 d) <u>Identify any other Reports or notes of visits schedules for current term</u> None.	
11.	Finance: a) <u>To review Governor Report July 2025</u> b) <u>Consolidated cash flow</u> c) <u>To review Financial Report</u> - CG and LW met with the finance team to review the August reports. Every line in the budget was set at 100% which from a Governors perspective provides little clarity. More helpful to show underspends and overspends. - Did not receive the new reports when requested and unsure whether they will be any easier to understand. - Photocopying costs have nearly doubled. It is unclear if whether this will result in an increased budget as there's currently no way of knowing. - Roll over had gone up slightly 300,000 – positive. - Dinner debt has dropped significantly as outstanding payments are being pursued. - Bromcom remains an issue due to parents being able to book afterschool club and not pay for their sessions.	
12.	Safeguarding a) <u>Annual Safeguarding review report</u> b) <u>Any issues or concerns for Governors to be made aware of</u> c) <u>Safeguarding outcomes</u> No issues or concerns reported.	
13.	Health & Safety a) <u>Any issues or concerns for Governors to be made aware of</u> A pupil suffered a concussion on the playground after school while under the supervision of their parent. As first aid was administered, the incident was required to be logged on RIDDOR. b) <u>Premises update</u> Fire Risk Cycle to be carried out – JS to attend.	

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	c) <u>Review of Health & Safety and report on incidents recorded</u> Site Manager took some time in the February half term to focus on this. With staff absences, there is a need to catch up. The HSE review is scheduled for March. d) <u>Progress towards General Risk Assessment priorities</u>	
14.	Riskmate Risk Register a) <u>Update from Headteacher regarding Riskmate Register</u> b) <u>Assess Riskmate return for current strategic risks and ensure appropriate mitigations are considered</u> c) <u>GDPR</u> No breaches	
15.	Compliance a) <u>Single Central Register</u> b) <u>Website</u> The new website is in use with all information up to date and correct.	
16.	Policy Review a) <u>Aquila Trust Policies (adopt)</u> • LGPS Discretions • SEN Inclusion • Behaviour 2025/26 • Attendance 2025/26 Policies all agreed. <u>School Based Policies (approve)</u> None	
17.	Confidentiality: Recorded under part two of the meeting minutes.	
18.	Future Dates and Agenda Plans a) Agree the next meeting date as 11th December 2025 at 4.15pm b) Agree important items to be included on the next agenda – • Training videos • Christmas workshop – Vicar to come to St George's.	

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	Action: AC to email HF to arrange.	
19.	Closing Reflections & Meeting Summary a) <u>What was the theme of the key discussion during the meeting and what is the impact for the pupils?</u> SIAMS learning, encouraging to see how individuals see the school and our visions. b) <u>What was the key challenge facing the School/Trust during this discussion?</u> Impact of SEN provision. c) <u>What are the areas for celebration in this discussion?</u> Results and projects d) Prayer led by HF	

Item	Action	Owner	Status
5. 22nd 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	Closed
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.	NAJ, PP	Ongoing
10d.	New governors to confirm have read and understood KCSIE and code of conduct via GovernorHub.	NAJ, PP	Ongoing
6. 10th July 2025			
	Minimum expectation on length of school week form to be signed and returned to Trust	AO, HF	Complete
1. 16th October 2025			

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1b	Establish reasons for absence post meeting (NJA, PP)	Clerk HF, NJA, AO, PP, ZS	Complete
4e	Governors to complete effectiveness tool on GovHub	AC, HF	
18b	Arrange for vicar to attend Christmas workshop		

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