



Aspirational opportunities for all, through the breath of God”

Meeting of the Local Governing Body (2)

Minutes

Part 1

Purpose: Meeting of the Local Governing Body
Date: Thursday 11th December 2025
Time: 4.15pm – 6.15pm
Location: St George's Church of England Primary School, Chequers Road, Sheerness, Kent, ME12 3QU

Present:

Angie Cummings (AC)	Foundation Ex-Officio
Howard Fisher (HF)	Headteacher
Carol Gardner	Foundation governor
Emma Hill (EH)	Staff governor
Abi Oniye (AO)	Co-opted governor
Zoe Spoerry (ZS)	Associate Member
Lucie Wilson (LW)	Parent governor
Nnenna Jones-Agbaje (NJA)	Co-opted governor arrived at 16.23pm

Attended:

Phylcia Poynter (PP)	RE Lead
Tracey Adlam (TA)	Geography Lead

Apologies: James Shaw (JS) Foundation governor

Clerk: Kerry French

Unless stated otherwise, all papers relevant to the meeting were circulated in advance. 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 welcomed all in attendance and opened the meeting at 16.15pm. b) Apologies were received in advanced from JS owing to work commitments. EH attended via MS Teams. c) HF led in opening Prayer	
2.	Quorum The meeting was established as quorate (7/8)	

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3.	Declaration of Business Interests There were no declarations of business interests, or conflicts relevant to the agenda declared.																					
4.	Subject Lead Presentations <u>Geography</u> <u>RE & Worship</u> Subject leads gave a comprehensive overview of their areas, outlining progress, key highlights, and next steps. A Geography presentation was shared on screen, while handouts for RE were circulated. Governors thanked staff for their time and expressed satisfaction with the detail of the updates. Copies of both presentations will be uploaded to GovernorHub for future reference.																					
5.	Governing Body Business/Membership: a. <u>Governing body update</u> PP resigned on the 10th December citing personal reasons, and no longer being able to commit to the role. There are 4 x vacancies; 3 x foundation and 1 x parent. b. <u>Receive HT confirmation statutory government information uploaded to GIAS and school website</u> Documentation has been uploaded for governors to view. The school website and GIAS have since been updated following PP's resignation. c. <u>Governor Training</u> The Sexual Harassment video was played at the meeting. The link for the RiskMate Register did not work so will be played at a later date. d. <u>Compliance</u> All governors have completed their statutory safeguarding training, and confirmations on Governorhub. e. <u>Update from Clerk</u> The clerking forum have discussed avenues for recruitment and ways to make the role more attractive. It was noted that LGB's cannot constitute more than one third of parent members.																					
6.	Minutes of the last meeting and Actions Arising a) The minutes of the LGB Meeting held on 16th October 2025 were agreed for content and accuracy. They will be marked as signed by the Chair on GovernorHub. b) The confidential minutes of the LGB Meeting held on 16th October 2025 were agreed for content and accuracy. They will be marked as signed by the Chair on GovernorHub. c) Governing Body actions and matters arising:<table><tr><th>Item</th><th>Action</th><th>Owner</th><th>Comment</th><th>Status</th></tr><tr><td>5.</td><td>22nd 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>Closed</td></tr><tr><td>10d.</td><td>New governors to undertake Judicium safeguarding training, and send Clerk a copy of certificate once complete.</td><td>NAJ, PP</td><td>11.12 - Complete</td><td>Closed</td></tr></table>	Item	Action	Owner	Comment	Status	5.	22 nd May 2025				1c	Send Clerk Prayers to include on each agenda.	EH		Closed	10d.	New governors to undertake Judicium safeguarding training, and send Clerk a copy of certificate once complete.	NAJ, PP	11.12 - Complete	Closed	
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	10d.	New governors to confirm have read and understood KCSIE and code of conduct via GovernorHub.	NAJ, PP	11.12 - Complete	Closed	
	1. 16th October 2025					
	4e	Governors to complete effectiveness tool on GovHub	HF, NJA, AO, ZS	11.12 - Still o/s	Ongoing	
	18b	Arrange for vicar to attend Christmas workshop	AC, HF		Closed	
7.	Leadership Team Reports a) <u>Headteachers Report:</u> Staffing information - Discussions deemed confidential and will be recorded under part two of the meeting minutes. Admissions & Mobility - 384 pupils on roll Attendance - 4 x persistent absentees - 93.8% whole school. School performance and standards - All of the 11+ appeals were successful. - Teacher assessment data is being completed, with Pupil Progress Meetings scheduled for the end of term. A - Year 6 Pupil Progress Meeting was held after half term, following staff changes, to focus on the progress of key pupils for Term 2. - Writing and arithmetic remain school priorities. Teachers have benefited from peer observation within year groups, particularly in writing. - The school is participating in the PHF maths and creativity project. Staff have completed one CPD session and two coaching sessions. Pupil Premium - 84 children on roll (22%) - Attendance 89.7% Behavioural Reports - 1 x half day suspension - 0 x racial, bullying, sexual harassment or FGB incidents/concerns. SEND - High need, low wellbeing and very limited resources. - 54 pupils on roll - Attendance 90.5% Impact of PE & other Funding - Nothing of note reported. Wellbeing (Staff & Pupils)					

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	- The school continues to prioritise staff well-being, supporting teachers with PPA and subject planning time. - Governors noted that SLT remain heavily operational, with safeguarding occupying most of the Deputy HT's time, behaviour management taking up the SENCO/Assistant HT's time, and finance/personnel matters consuming a significant portion of the HT's time. b) <u>Pupil Premium Strategy 2025/26</u> The document was circulated ahead of the meeting. Governors were invited to ask questions or offer feedback of which there were none. <i>The strategy was approved by all, and will be uploaded to the school website ahead of the 31st December 2025 deadline.</i>	
8.	School Improvement Plan a) <u>Identify, in priority order, focus areas for this year</u> Progress against the plan was discussed. Behaviour, safety & welfare - Self-regulation strategies being used more consistently. Main issue now is lack of staffing to support pupils across the school and in their nests. Curriculum development - Some roles need to be redistributed with two staff leaving b) <u>Notes of visit</u> None.	
9.	Christian Distinctiveness/SIAMS Following last year's staff training and CPD, this year began with an INSET day for all support, office, and site staff focused on the school's vision and values. Staff reflected on the meaning, impact, and application of the vision, and took part in discussions on worship, well-being, spiritual development, and their collective role in nurturing pupils. The school enters another year without a vicar. AO and HF carried out a learning walk on 3rd October focusing on RE and worship across the school. On 19th November, AO and AC worked with the SLT to review RE teaching across the school. The school will attend the church as usual for Christmas carols.	
10.	Governor Monitoring and other Reports & Visits a) <u>Receive monitoring reports for terms one and two:</u>	

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Term 1 01/09/25 – 17/10/25		Term 2 27/10/25 – 19/12/25	
Attendance		Attendance	
SIAMS & RE	03.10.25 AO	SIAMS & RE	18.11.25 AC, AO
Finance		Finance	26.11.25 CG
Health and Safety		Health and Safety	
Standards & Curriculum (inc. Data)		Standards & Curriculum (inc. Data)	
Leadership & Management		Leadership & Management	
Pastoral & Behaviour		Pastoral & Behaviour	
Personnel		Personnel	
Safeguarding	15.10.25 LW	Safeguarding	03.12.25 LW
SEND & Pupil Premium	03.10.25 LW	SEND & Pupil Premium	
Celebrations		Celebrations	

SIAMS & RE (AC)

- Feedback has been shared with staff and an action plan created for monitoring next time. Hazel class was highlighted as particularly strong.

Safeguarding (LW)

- Not all DBS checks are up to date

Q: Why is the SCR not compliant? Who is responsible for this?

R: The Trust oversee the SCR. This has been highlighted with them, and they have confirmed that schools due for audit are being prioritised. The HT confirmed that all staff hold valid DBS.

Q: If Ofsted visited tomorrow, what would happen?

R: It would be a significant risk.

b) Agree monitoring visits for terms two and three

16th & 17th December - Pupil Progress Meetings (AC, NN)

Christmas Lunch (AC)

PINS project training – All invited to attend

- 8th January 3.30-5.30pm SEND
- 22nd January 3.30-5.30pm Autism
- 14th January 2-4pm ADHD

c) Identify any other Reports or notes of visits schedules for current term

None

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11.	Finance a) <u>To review Governor Report</u> - Part of the discussions were deemed confidential and will be recorded under part two of the meeting minutes. - Governors reviewed a new finance report for the first time and were not impressed, noting it only showed bottom-line figures with no detail, limiting scrutiny. Inaccuracies were noted in the data presented. - A staff member planning for adoption had built-in supply cover included in the original budget. When the adoption process did not proceed, the Finance Officer did not remove this from the budget. - In-year deficit plus audited rollover resulted in approximately a £30k discrepancy, raising concerns that finance officers may not be checking information thoroughly. - The school has reinvested £50k from matured funds at 4.19% for six months. b) <u>Consolidated cash flow</u> c) <u>To review Financial Report</u>	
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 families subject to Child Protection 3 x families who are Child in Need. 3 x families under Early Help. - The next safeguarding audit will be in January 2026.	
13.	Health & Safety a) <u>Any issues or concerns for Governors to be made aware of</u> b) <u>Premises update</u> c) <u>Review of Health & Safety and report on incidents recorded</u> d) <u>Progress towards General Risk Assessment priorities</u> - The school has been without heating for four weeks. - A discussion with the Trust took place today; they were asked to commit to a repair plan for January 2026. An engineer attended but was unable to fix the system. Other schools with the same system are experiencing similar issues. - The Trust is responsible for heating; removal and replacement of the system is not currently an option. - Concerns were raised about classroom temperatures come January - portable heaters are being used, presenting a significant safety risk. A Fire Officer visit is scheduled for January. - The Chair has written to the Trust highlighting the seriousness of the situation, and has been advised that the complaints procedure will need to be followed.	

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	Governors noted that this is a serious risk to the school community and not a routine complaint.	
14.	Riskmate Risk Register a) <u>Update from Headteacher regarding Riskmate Register</u> Buildings and Heating - Ongoing issues with the heating system; safety and temperature concerns continue. Adverse Weather - Noted as a potential impact on school operations. Staff Recruitment - Attracting staff remains difficult, particularly for the Breakfast and After School Clubs. Attendance - Persistent low attendance highlighted; four children are significantly affecting data, including one child attending only 25% of the time. 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> • A new website has been created and content is still being uploaded. • The Trust introduced an AI tracker to check compliance - governors will carry out a review once the AI compliance report has been received. • RE and SIAMS are currently under review. • Under "Who's Who," both Year Two classes are listed as "Pear." • LW is listed on the website as a DSL which is incorrect. Action: Clerk to update the school website with the relevant corrections.	
16.	Policy Review a) <u>Aquila Trust Policies (adopt)</u> • Acceptable use AI update • Data Protection (2024-26) • Attendance (2025-26) • Behaviour (2025-26) • Complaints (2025-26) • Early Career Teacher Entitlement (2025-26) • Equality Statement and Objectives (2025-26) • Pay - Teachers (2025-26)	

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	- Whistleblowing (2025-26) - Scheme of Delegation (2025/26) Governors noted errors in the formatting – to be feedback to the Trust. Governors approved all policies. <u>School Based Policies (approve)</u> None	
17.	Confidentiality Recorded under part two of the meeting minutes.	
18.	Future Dates and Agenda Plans a) The next meeting date was agreed as the 12 th February 2026 at 4.15pm b) Agree important items to be included on the next agenda; SIAMS and Ofsted training in place of subject lead presentations.	
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> SCR - Processes are lacking, with delayed actions and uploads. Heating - Insufficient support to resolve ongoing issues, posing a risk to the school community. Finance - Reports lack detail. b) <u>What was the key challenge facing the School/Trust during this discussion?</u> Ensuring timely and effective responses from the Trust to critical operational issues, including heating, safeguarding compliance (SCR), and financial oversight. c) <u>What are the areas for celebration in this discussion?</u> RE book review - pupils demonstrated strong understanding and critical thinking; lessons were thought-provoking. Successful handling of 11+ appeals. Christmas celebrations. Reception tours received positive feedback from prospective parents. d) ZS led in closing Prayer The meeting closed at 6pm	

Item	Action	Owner	Comment	Status
1. 16th October 2025				

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4e	Governors to complete effectiveness tool on GovHub	HF, NJA, AO, ZS	11.12 - Still o/s	Outstanding
2. 11th December 2025				
15	Update school website with relevant corrections noted	Clerk		
17	Raise concerns around Staff absence pay with the Trust	HF		

APPROVED

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