Cherry Grove Primary School

Community • Aspiration • Respect • Experiences

"We Care…"

Headteacher : Mr Jon Gilbert

Full Governing Body (FGB) - Part 1 Minutes & Actions

Date of meeting	Thursday 24th September 2026 @ 6.30pm	
Governors in attendance *joined virtually	Mr M Brannan (MB) Mr S Durrant (SD) Mr R Pullen (RP) Mr J Gilbert (JG) Mr O Gover (OG) Mr J Morrow (JM) Miss O Pearson (OP) Mrs D Turnbull (DT)	Co-Vice Chair of Governors [Parent Governor] Co-Opted Governor Co-Vice Chair of Governors [Co-Opted Governor] Headteacher (HT) Co-Opted Governor Chair of Governors [Co-Opted Governor] Staff Governor Parent Governor
Apologies	Mr S Jose (SJ)	Co-Opted Governor
In attendance	Mr T Spencer (TS), Associate Member and Deputy Head (DHT) Mrs S Clarke (SC), Clerk to Governors	
Paperwork provided as pre-meeting reading; see meeting OneDrive folder		

#	Meeting start time 6.30pm
1	**Welcome and apologies** • Apologies were received and accepted from SJ. The Chair had notified they would arrive late to the meeting, therefore in their absence, MB chaired the meeting. The meeting was declared quorate.
1.1	**September Business** Confirm appointment of Clerk to the governing body • It was shared that Sharon Clarke will remain in post as Clerk to the Governing Body. Reaffirm election results of Chair and Co-Vice Chairs as advised pre-meeting • Elections for all posts were conducted outside of the meeting via an online vote. John Morrow was re-elected as Chair, with Martin Brannan and Rob Pullen re-elected as Co-Vice Chairs. The term of office will be up to the first meeting of the next academic year.
1.2	**Declaration of conflicts of interest for the meeting** • There were no other conflicts of interested declared for the meeting that had not previously been declared. • The staff governor will not be present for the Part 2 meeting.
2	**Discuss and approve the Part 1 minutes/actions from 6th July 2026** • The Part 1 minutes were circulated in advance of the meeting and accepted as a true and accurate record. [210526-3a] HT to lead on a staff survey

	• **Q: Will the survey be based on a previous version to capture potential trends?** A: Loosely but will ask for reflection on key changes that have taken place in school since the last survey e.g., behaviour/introduction of conscious discipline and whole school approach to writing. **Q: When is it anticipated it will go out?** A: Aiming for before half term.
2.1	**Report from the Chair and the HT on any Part 1 actions taken since the last meeting** • The HT and the Chair advised they have taken no Part 1 actions since the last meeting.
3	**SATs results** Data for the previous 2 years was provided as pre-meeting reading. A handout for 2026 was presented at the meeting by the HT. Discussion took place with headlines as follows. • KS2 results were mixed this year. Reading remains a relative strength. Maths and Writing were weaker, particularly at higher standard. School has requested a marking review on some papers. **Q: How many papers?** A: 5, with each child carrying a weight of 3.4%, so overall percentage could be improved once the marking review is complete. • **Q: What are the thoughts around assessment?** A: There was encouraging signs in the previous Y6 cohort showing accelerated progress. • **Q: Are the progress scores on ASP (Analyse School Performance platform)?** A: Not yet, usually available later in the autumn term once SATs and census data are uploaded. • It was suggested that governors be aware of and receive information from the ASP and VYED (View Your Education Data). The planned session on IDSR will be beneficial for all. • Writing is improving in terms of progress, but attainment remains too low. • Maths is the clearest area for improvement. KS2 attainment fell, with particularly low higher standard attainment. **Q: Were more children expected to meet a higher standard?** A: Yes. **Q: Based on only 1 child having met the higher standard, would it be fair to think that those close to this level were not being fully stretched?** A: Whole school Maths shows children are making progress, but many are starting at a lower point. The picture is bigger than the previous Y6. Observations will be taking place shortly. • **Q: Is the school analysing the outcomes and identifying any trends in progress?** A: Yes, once the resubmissions come back we can look at the outcomes. The current cohorts highlight clear priorities. • Those around the table shared thoughts as to whether those working at greater depth are being challenged enough to avoid a downward trend. All agreed that looking back at historical data, historical progress, past papers, for example - might provide context behind the attainment data. Some questions for thought. Is assessment accurate? Can we target better? Is it a holistic issue? • **Q: How does school envisage tackling the issues?** A: The school improvement plan and the curriculum will be focused accordingly, and formalised action plans put in place. The curriculum SLT will be looking at the progress data from all levels as well as assessment 'v' attainment. For the purposes of the minutes, the Chair arrived at the meeting at 7.01pm and took over from MB. • Governors asked that test results be shared in a timely manner, so that informed strategic discussion can take place ahead of the draft school improvement plan.
4	**Vision & Strategy – School Development Plan** Evaluation of 2025-26 To improve standards in writing across the school.

	• Thorough evaluation was provided in the July meeting when the subject lead presented to the FGB. Discussion took place with headlines as follows. • Identifying gaps will remains a focus, by using assessment information to address barriers in cohorts e.g., Y6, Pupil Premium. **Q: Is PP data available yet?** A: Not comparative data, it will be on the IDSR circa November. **Q: How happy is the school with development in writing?** A: There are areas of clear improvement, with the work started beginning to have an impact. The continuing of a whole school approach will convert to improving writing outcomes and stronger attainment. Attainment for Pupil Premium children increases and there is evidence of the 'gap closing' • The attainment gap between PP non-PP remains significant. The progress data provides a more positive picture. In reading and writing, progress is increasingly comparable with their peers, although further work is required to accelerate progress in maths. School understands the barriers being faced and have actions in place. School's approach to behaviour • The establishment of the Conscious Discipline approach continues and is showing lots of positives. A more consistent whole-school understanding is developing and remains a continued focus. Subject leaders' knowledge and skills to ensure improvements in all curriculum areas • This remains an area for development and the objective will be carried forward into 26–27. The demands of the staffing restructure etc in spring and summer affected the capacity to maintain the planned programme. Maximise early years provision and support long-term school growth • The Nursery provision was not financially viable, and as a consequence, the decision was taken to close the Nursery, effective September 2026. • The reduced PAN of 30 has not been met, and as discussed in previous meetings, the falling birth rate has impacted the school, along with many others in the locale. • **Q: What do we need to do to move this target forward?** A: A target of this nature is hard to affect when the data is stacked. School continues to drive a marketing campaign and hold open days. **Q: Are there personnel tasked with this?** A: Yes, the EY lead and the SBM. • Moving forward the EY focus will be the transition from Reception to Y1. In terms of school growth, the SLT has been divided into two; Inclusion, Personal Development and Wellbeing Team - and Curriculum, Learning and Achievement Team which will help lead self-evaluation and growth in line with Ofsted framework. Attendance and behaviour will also have a led team. <u>Proposed targets for 2026-27</u> • The targets for the current year are currently being refined by the SLT and will be presented at the November meeting.
5	**Headteacher's Update** <u>Annual review of attendance – children</u> • A report was provided by the DHT as pre-meeting reading. Discussion took place with headlines as follow.

	• School attendance for all pupils of 95.7% remains above LA and national average. By varying cohorts, it is a similar picture, with the exception of pupils in receipt of PP, who have a slightly lower attendance of 93.1% compared to LA and national average. • **Q: With persistent absence sitting at 9.8%, a persistent absence rate of 10% or lower across maintained schools is generally thought good. What has been working effectively in relation to persistent absence? And what can we do better?** A: Targeted support meetings with the LA to identify barriers to attendance and agree appropriate interventions for individual pupils and families has been positive. School is working hard to adopt a joined-up and rigorous absence authorisation and classification approach of attendance procedures. • **Q: What are some of the specific circumstances for pupils not attending school?** A: There are varying health-based absences e.g., time spent in hospital, long-term health issues and emotional issues. School monitors attendance closely to spot any emerging patterns e.g., arriving late on specific days of the week, absence before or after school holidays and birthdays. Early identification of concerns are addressed promptly and school has regular communication with families. <u>School uniform</u> • From September 2026, schools are legally required to limit compulsory branded items (including uniform and PE kits) to 3 or fewer. It was proposed that school limit branded items to a school logo hoodie, with all other items being unbranded and readily available on the high street. Discussion took place with headlines as follows. • **Q: What is the rationale for the one branded item being a hoodie?** A: Comfort and warmth, popularity amongst parents and pupils. Active uniforms are becoming more popular. • All agreed that whilst affordability is key, maintaining a level of standard and pride in wearing the uniform is also key, and noticeable to those parents considering the school as an option for their child. It was suggested that top layers are branded i.e., sweatshirt or hoodie. It was also proposed that the school include uniform on the forthcoming parental questionnaire to gauge parent voice. <u>Review staffing structure including trainees</u> • As mentioned in agenda item 4, the school structure from September includes a change to the SLT. The placement of teachers and support staff, whilst operational, has been discussed at various points on the approach to the new academic year. <u>September staff administration.</u> • The HT confirmed having checked all staff annual declaration of conflicts of interest and gifts/hospitality. All staff have also been tasked with reading KCSIE P1 in full and been briefed on key changes to KSCIE 2026 and completed Anaphylaxis training. The Chair took an action to peruse the HT declaration of interests. Emergency first aid training is taking place for all school staff at the November inset day.
6	**Finance** <u>Receive 3-year budget plan to include confirmed numbers on role</u> • The 3-year budget showed no significant changes since it was last presented in July, and reaffirmed the PAN as 18, and next year's showing as the reduced PAN to 30. As previously discussed at length, the falling birth rate is out of the school's control, and we are having to compete with schools in a similar situation in the locale.

Other Finance Business

School Finance Report (prepared by SBM)

- A breakdown of focused areas of spend was provided by the SBM.
- Employee spend budget is underspent at present; however, pay rises have not yet been applied. There is an education support staff overspend by 1.5% with a likely increase in overspend as back pay for the pay rise. A point of note is that a benchmark pay rise has been taken into account in the 3-year plan and carry forward.
- Midday staff has significant overspend due to their deployment as welfare assistants when needed. Future spend is not anticipated going forward. Agency remains the biggest overspend, which has been previously discussed at length.
- **Q: What proactive approach are we currently taking with regard to agency staff, and what are the forward plans?** A: The new staffing structure fits our class structure better, we have part-time staff willing to cover planned absence and flexibility when needed with a current TA and a current student teacher that can step up to cover teach. All of which is cheaper than supply.
- A synopsis of the current picture, plus anticipated costs relating the premises budget was provided. The works being carried out on the school roof, with costs covered by CWAC, are a welcome measure so that school does not have reoccurring costs for quick fixes to leaks.

School dinners

- UFSM currently fund £2.66 per child for a school meal for pupils in Reception and KS1. The contracted caterer charges £3.08 per meal. This equates to a 42p funding gap per meal, an overall funding gap of £79.80 per child per year and over the year the school will lose £6,463.80 due to this gap. A further £2437.80 will be added to this deficit for expanded/targeted FSM in KS2.
- **Q: When did the government last increase school meals, and was it in-line with inflation?** A: Last year, and it was well below general inflation and does not cover the rise in food, energy, and labour costs

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Increasing lettings prices

- School is proactively negotiating its letting rates for its established and well supported users to increase income.

Review spending limits on the **scheme of financial delegation for 2026-27**

- It was proposed that the current delegated limit of £5k be increased to £8k. £5k has been the rate for some considerable years and does not reflect the increased inflation over recent years of goods, services, repairs, improvements etc.
- **Q: Is there a maximum limit, recommended by the LA?** A: It is set at the discretion of the FGB, however, probably best to check with the LA. All **approved** the increase to £8k subject to checking with the LA.
- [Post meeting addendum: extract taken The Scheme for Financing Schools Mar 2024]
- 1.12. Delegation of powers to the Headteacher
  - 1.12.1. Full or partial management of the school's budget may be delegated to the Headteacher and other members of the school's staff, where this is considered appropriate and enhances control over the budget. The extent of such delegation, and the limits of financial authorisation, should be documented in a formal Scheme of Delegation for the school, approved and minuted by the full Governing Body.
  - 1.12.2. References in this scheme to Governing Bodies also apply to the staff to whom powers have been delegated.

	Review school group for the purposes of HT pay range • For those not familiar with the meaning of a school group, it was explained that a school group number is determined by the number of pupils multiplied by a unit score per pupil, which in turn determines the pay range for the HT. The unit score for primary is 7, therefore 227 pupils multiplied by 7 equals 1589. Based on this it was proposed the school remain as a Group 2 school. **Approved** [for contextual information, please reference School Teachers' Pay and Conditions Document (STPCD)]
7	Governance Matters Governor admin • It was proposed that the FGB adopt the **NGA model code of conduct**. The most current version was provided as pre-meeting reading. **Approved** [Post meeting addendum - the clerk will be asking for the following ACTIONS to be undertaken] o confirm having read the code of conduct and acknowledge being aware that potential or perceived breaches of this code will be taken seriously. o all (including staff and associate members) to complete the annual governor declaration of interests. o As a user of a school email account, governors will be asked in the coming days to acknowledge having read the ICT acceptable use policy and asked to apply the basic principles. o As a frequent visitor to school during school hours, governors will be asked in the coming days to acknowledge having read the Mobile Phone policy and to apply the basic principles when in school. o Cherry Grove FGB believes that all governors should be reimbursed for their out-of-pocket expenses as a way of making governance inclusive for all. The clerk signposted all to the **Governors Allowance Policy** provided as pre-meeting reading. The clerk proposed the policy remains fit for purpose. **Approved** o Safeguarding training is required to be carried out by all, regardless of whether safeguarding is carried out in another workplace, or it forms part of day-to-day roles. Governor safeguarding is specifically tailored to your governance role. The NGA Learning Link module should be completed before the end of half term. Governors will also be asked to carry out PREVENT training. • RP talked through their short briefing guide that outlined the responsibilities, reading and training in relation to KSCIE 2026. Governors will be asked to read Part Two 'The management of safeguarding' before the end of half term. • The clerk advised there has been no expense claims from governors for academic year 2025-2026. **Annual review of Terms of Reference** • The FGB was presented with 4 sets of ToRs; HT Performance Management Panel, Pay Panel, Personnel & Appeals Panel and Complaints Panel. All had been revised to reflect the current number of governors, thus affecting panel numbers and quorum. **Approved** Propose and discuss link governor roles • To ensure transparency and fairness in the allocation of roles, outside of the meeting, governors were asked to complete an expressions of interest form. All were asked to consider their own skill set and where it would be of benefit, whilst also considering any potential conflicts of interest they might have out of school. Those who have worked hard to

	establish a secure link role, were asked if they wished to continue, whilst also asking others if they were happy for them to continue in the role. Roles were allocated as follows. ○ Oliver Gover – Inclusion link governor (working with the Inclusion, Personal Development & Wellbeing SLT) ○ Martin Brannan – Health & Safety link governor, Safeguarding governor ○ Rob Pullen – Finance link governor ○ Siby Jose – Tech link governor ○ Sam Durrant - Lead link on Core Curriculum (working with the Curriculum, Learning & Achievement SLT) ○ The School Improvement Plan will drive the remaining link governor roles to be allocated <u>Review proposed term dates for 2027-28</u> – deferred to the November meeting <u>Insight access for governors</u> • Following a discussion, it was agreed that governors would be provided with access, and any required training, on a 'need to' basis – ensuring the lines of operational 'v' strategic are not blurred. • The FGB is fortunate to have a governor who is interested in data, and has taken a lead in accessing Insight in their inclusion link role so as they can prepare ahead of visits. <u>AOB</u> • The clerk advised that MB has applied for the post of LA governor. A LA panel will consider their application on the 13th October. Thereafter, if the application proves successful, the FGB will vote on the appointment. Next steps in succession planning will a parent governor election (assuming MB becomes LA governor) and to advertise, once again, for a co-opted governor. • The clerk signposted all to various training and networking opportunies.
8	<u>Policies/Procedures</u> The following policies/procedure had been reviewed by appropriate leadership and/or other governors. Most are minor changes i.e., change in statutory information, dates, updates to named personnel, school branding, etc., Those with more substantial changes are detailed. **Attendance Policy** • The policy was **approved** subject to a minor change in morning registration aligning for all pupils now. The change will state that registration opens at 8.40am, registers will be taken at 8.50am with registration closing at 9am. It will also be subject to a four-eyed approach by another governor following the meeting. [Post meeting addendum: Q: As governors, can we be assured that the letters for all levels of attendance are being issued as described in the policy table DHT action to respond] [Clerk also took an action to include review of policy in the new year] **First Aid** • The policy was **approved** subject to a four-eyed approach by the H&S link governor following the meeting. [Post meeting addendum – **link governor asked for clarity about the differing systems for recording - EVOLVE and PRIME, and if the systems link to each other**. A: HT advised that EVOLVE is for planning, risk assessment and LA approval of trips. Whereas PRIME is for reporting serious incidents or injuries to the LA]. **ICT Acceptable Use**

	• The policy was **approved** subject to any references made to CWAC network being outlined that the provider is in fact Talk Straight Ltd - a specialist UK internet service provider and cyber-security company. Safeguarding & Child Protection Policy – item deferred to the November meeting • It was agreed that the new safeguarding link governor should look through before the next meeting. SEND Information Report – deferred until such times as the clerk advises when needed to publish on the website.
9	**External and/or Link Governor ROVs (record of visits)** • There were no ROVs to discuss.
	For the purposes of record, OP left the meeting at 8.35pm. **Meeting finish time:** 8.35pm
	Date & time of next meeting: Thursday 19th November 2026
	Signed by Chair of Governors: 
	Date: Thursday 19th November 2026

DECISIONS MADE	
Agenda #	**Decision**
6	FGB approved the scheme of financial delegation for 2026-2027.
6	FGB approved that the school will remain a Group 2 school for 2026-2027.
6	FGB approved the Governors Allowances Policy 2026-2027.
7	FGB approved the following Terms of Reference: HT Performance Management, Pay Panel, Pay and Personnel Appeals, and Complaints Panel.
7	FGB approved the use of the current version of the NGA model code of conduct for governors and associate members.
8	FGB approved the Attendance policy, First Aid policy and ICT Acceptable Use policy.

THE ACTIONS HIGHLIGHTED IN BLUE TO BE DISCUSSED AT THIS MEETING

RAG rated key: Future Meeting Update Due This Meeting Overdue

New actions	Who	Due	Notes/Outcome
[240926-8] DHT to confirm that attendance letters are issued as per the outlined table within the attendance policy and to evidence in future link governor visit.	DHT	November meeting	
Outstanding actions from previous meetings			
[060726-1.3] Provide review on writing progress, highlighting the current position and targeted interventions in place. A selection of books should be made available to view.	HT OP	November meeting	
[060726-2] Walk through/practice of lockdown procedure carried out with the children.	HT	Autumn term 2	

[210526-3] HT to lead a working party consisting of RP and SD to gather parental feedback.	HT RP SD	~~Summer term~~ Autumn term	Feedback has been gathered and working party looking at.
[210526-3a] HT to lead on a staff survey.	HT Chair	Autumn term	
[210526-4a] DHT to provide year-on-year suspensions and exclusions data.	DHT	~~July meeting~~ Autumn term	[action 210526-4a] 4 Year Suspension Data provided as pre-meeting reading.
[210526-6a] Complete review of governors' annual planner.	Chair HT VC Clerk	Late summer Early autumn	Provided as reading material under governance agenda.
[260326-5a] SBM to advise of a new auditor for the school fund for the period 04/25 to 03/26.	SBM	~~Summer term~~ Autumn term	SBM at Ashton Hayes has been approached. Add. note: audit cert for Apr25-Mar26 due also.
[260326-7] Update Data Privacy Notice. Consider separate stakeholder notices, or a notice that covers all stakeholders.	HT	~~Summer term~~ Autumn term	Can new DPO provider E2E provide guidance/assistance?
[060225-5] School to ensure appropriate measures and procedures are in place in relation to Business Continuity Plan.	HT SJ	~~Spring term 2026~~ Autumn term	SJ has given the BCP & the CIP a four-eyed approach and outcomes with HT
Completed actions			
[060726-6] Chair to carry out 121s with non-staff governors.	Chair	Completed	Completed and outcomes discussed with clerk
[060726-6b] HT to arrange HTPM meeting with Susan Walters.	HT	Completed	Completed. Took place 8.9.26 with JM and OG.
[210526-6b] MB to complete LA governor nomination form.	MB Clerk	Completed	Completed and issue to the LA for consideration on 13.10.26
[260326-3a] Comparison report on Y6 PP attainment data as a controlled group.	HT	Completed	Provided as part of the SATs paper handout.
[260326-2] Arrange a governor session to go over the IDSR	Clerk RP	Completed	Calender invite issued for 8.12.26