Cherry Grove Primary School

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"We Care…"

Headteacher : Mr Jon Gilbert

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

Date of meeting	Monday 6th July 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 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) Chair of Governors [Co-Opted Governor] Staff Governor Parent Governor
Apologies	Mr O Gover (OG) Mr L McCaughey (LM)	Co-Opted Governor Co-Opted Governor
Absent	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		
Help with acronyms and abbreviations in education can be found here https://www.governorsforschools.org.uk/app/uploads/2020/05/Acronyms-and-Abbreviations.pdf https://www.aspire-mat.co.uk/attachments/download.asp?file=118&type=pdf		

#	Meeting start time 6.30pm
1	**Welcome and apologies** • A welcome was extended to Olivia Pearson, newly elected staff governor. • Apologies were received and accepted from LM and OG. SJ was absent from the meeting. The meeting was declared quorate.
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.
1.3	**Subject Lead in attendance – Olivia Pearson – Writing** OP provided visual handouts. Discussion took place with headlines as follows. • OP talked through areas such as; subject lead CPD, gradual release of the writing framework, implementation, marking and feedback, oracy, sentence accuracy and spelling. • Gaining an understanding of the writing culture and needs of the schools led to changes in the writing action plan e.g., in KS2 SWST (single word spelling tests) will change to school's own spelling lists, mastering the basics has been introduced in Y3/4. • **Q: How do you measure impact and understand success?** A: Varying ways. Oracy on a daily basis, teacher assessment points, sentence accuracy, marking and feedback and collecting pupil voice.

	• Comparison assessment data for KS1 and above was presented for summer 2 term 2024-25 and 2025-26. **Q: The data dip in outcomes, what is the cause?** A: Some of the contributing factors are changes/shifts in cohorts e.g., EAL, SEND, KS transition. Ensuring whole school standards and consistency, and effectiveness of teacher judgements is key and will remain an on-going focus. • **Q: Do the children have documents that are easy to reference to reinforce learning?** A: Yes, in the back of their books. And non-negotiables expected standards have been reviewed and revisited. • **Q: What other work has been done to improve standards in handwriting?** A: Books with lines are used, school invests in schemes to assist e.g., EYFS drawing club and curious quest. Last year we were externally moderated too. Focus will continue in the school improvement plan for writing to improve concerns identified. • **Q: In terms of the overall number of pupils and the % data for those working just below and well below, how are you specifically targeting them?** A: SEND support, the need for EHCP and overall a watchful eye for intervention from early stages. • **Q: What is the current percentage of SEND?** A: 16.7% • **A governor asked for a review on progress in the November meeting specifically highlighting the current position and what targeted interventions are in place. A selection of books should also be made available for governors to take a look at.** HT/OP action • A governor also mooted the idea of whether a curriculum committee would prove to be of benefit. The clerk asked that the Chair and Vice-Chairs consider this as part of future-planning. • The FGB placed on record their thanks to OP for the comprehensive presentation.
2	**Discuss and approve the Part 1 minutes/actions from 21st May 2026** • The Part 1 minutes were circulated in advance of the meeting and accepted as a true and accurate record. [210526-3] HT to lead a working party consisting of RP and SD to gather parental feedback • The working party have agreed on a date to meet. [Post meeting addendum: The working party has agreed on question areas to explore for parental feedback and the HT has been tasked with drafting the questions. The questionnaire will take place at the start of the autumn term, and there after the information will be reviewed, shared and a follow-up response issued to parents. HT/RP/SD action [2105265-4] HT to check school procedures in relation to setting work for pupils during the first five school days of any suspension, including a one-day suspension • HT advised that school will now be issuing schoolwork to pupils from the first full day of suspension. Since the last meeting, there has been cases where this has been needed. **Q: Will school be using official letters/templates?** A: Yes. [260326-3a] Comparison report on Y6 PP attainment data as a controlled group • The SATs results are due any day, so this information will be ready for the autumn 1 meeting. **All agreed that results will need careful review to see if there are cases for appeal due to the marking process having faced severe disruption and widespread criticism.** [060225-3c2] HT to provide an updated version of the **lockdown procedure** to the H&S link governor for perusal and [060225-3c2] school to consider child-friendly approach to lockdown practice/procedure

	• After a four-eyed approach by another governor, the procedure was proposed as fit for purpose, subject to the footnote being amended to confirm a walk through/practice will be carried out with the children. **Approved** HT action • The concept for pupil engagement will be decided by the SLT but will be a low-stress concept that keep children calm, quiet, and cooperative and will not cause them undue stress.
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	**Vision & Strategy – School Development Plan** Evaluate impact of SDP year to date • This item was deferred until the autumn 1 meeting.
4	**Headteacher's Update** The HT provided a report in advance of the meeting. Discussion took place with headlines as follows. Update on monitoring of teaching and learning • Regular book looks, pupil voice activities and staff questionnaires, rather than formal lesson observations have taken place. This approach enables subject leaders to gain a clear understanding of the quality of teaching, pupils' learning and the consistency of curriculum delivery across the school. • Findings have been used to celebrate strengths, identify areas for development and inform ongoing support for staff. • Teachers are preparing hard for their new classes to ensure a smooth transition for both pupils and staff at the start of the new academic year. Provisional pupil performance data (Y6 SATS) • Compared to the high achieving cohort of Y6 in 2025, the Y6 2026 cohort has attained broadly in line with national averages in reading and maths. Writing remains the weakest area for this cohort, compared with national and 2025 performance. • The 2026 cohort comprises 29 pupils, meaning that each pupil represents approximately 3.4% of the published outcomes. As a result, the attainment of a small number of pupils has a marked impact on headline percentages. While • The SLT will use the analysis of this cohort's strengths and areas for development to inform curriculum planning, targeted intervention and school improvement priorities for next year. • **A governor asked that the FGB be informed of the results ASAP to measure how the results sits against the predicted results.** HT action Review pupil progress Jul to Jul • A progress overview for Y2-6 from summer 2 term 2025 to date was provided. Broadly speaking, progress is good or better. Specific cohorts were reviewed, maintaining consistency with previous discussions. This information will be shared with teachers to inform planning and targeting intervention for next year. It was suggested that governors be provided with restricted access to Insight to drill down on data. Clerk duly noted. Annual GDPR update to include data breaches, FOI requests and subject access requests

- There have been no recorded breaches, and no freedom of information or subject access requests in this academic year.

Advise of any significant changes for 26-27 school trips

- School is planning for Y3&4 to visit Condover Hall for 2 nights in February, and for Y5&6 to visit either Boreatton Park PGL or Conwy Centre for 2 nights in July. The DHT is carrying out due diligence on the providers as well as looking at cost effectiveness of certain days in the week.

End of year safeguarding report from the Designated Safeguarding Lead

Prior to the meeting, the clerk and the DSL discussed providing the FGB with a newly formatted report, that provides year-on-year comparison where the data is available as well as other key information. The FGB placed on record their thanks to the DSL for the comprehensive report. Discussion took place with headlines as follows.

- The new report details 17 main categories of information e.g., DSL CPD alongside whole school, volunteer and governor training carried out. Safeguarding concerns are detailed by CPOMS category, over a 3-year period. There is also supporting contextual information detailing any identified trends or concerns. The HT added that increased training has resulted in more recording of information on CPOMS, with the DSL identifying on their report that the improved safeguarding culture can return an increase in recorded incidents as opposed to previous years. The number of referrals to external agencies and CAMHS are referenced, as is the number of children by category e.g., LAC, pLAC, young carer and CIN.
- A recent visit by the Chair with the DSL concluded that safeguarding and pastoral care continues to be a strength within school. Full details of the visit were provided to the FGB as pre-meeting reading. The HT advised that with the continued roll-out of Conscious Discipline, mental health will be a focus from September; in particular a proactive approach to help regulate children in readiness to learn.
- It was suggested that the DSL attend a FGB in autumn 2 term, providing the FGB with the opportunity to engage and discuss the report and any comparative data. Clerk duly noted.
- [Post meeting addendum: school has celebrated being awarded the Gold Award by Cheshire Young Carers].

Review operation of policy in progress - PSHE RSE Combined

- The HT advised that the PSHE (RSE) Policy continues to operate effectively in practice and supports the delivery of a broad, balanced, and inclusive curriculum.
- PSHE is taught weekly by class teachers, with age-appropriate adaptations where required. The policy has been updated to reflect the Department for Education's revised Relationships, Sex and Health Education. No significant concerns have arisen regarding the implementation of the policy. The updated policy ensures pupils will be provided with a high-quality PSHE curriculum that prepares them well for life in modern Britain.
- **Q: Has there been cases of parental objections, asking for their children to be withdrawn from lessons?** A: There have been two cases where children have not taken part in sessions due to cultural reasons. **Q: Is it not the case that parents do not have the legal right to withdraw their children?** A: Parents cannot withdraw their children from the majority of PSHE (Personal, Social, Health, and Economic) lessons, but they do have a legal right to request withdrawal from specific, non-statutory sex education elements.

Single Equality Scheme Policy – deferred until the autumn term

5	**Finance** Receive 3-year budget plan • Main headlines – figures include previously discussed staff changes and a PAN of 18. **Q: Has there been any significant savings since the May meeting?** A: Nothing that hasn't already been reported. Moving into September, teaching staff hours will remain. Support staff hours will be different, with current need and changes currently taking place. The picture remains; a significant drop in income with expenditure surpassing. • Item of note is that the DfE has temporarily suspended the High Needs National Funding Formula (NFF) for the 2026 to 2027 financial year. Instead, mainstream schools will receive a dedicated grant from a new Inclusive Mainstream Fund money rather than the high needs block. **Other Finance Business** Review the **PE & Sport premium 2025-26** spend, impact reports, and swimming proficiency • The report was presented to the FGB as pre-meeting reading and **approved**. This can now be published on the school website. [Post meeting addendum: schools must complete and submit their 2025/26 digital PE and Sport Premium expenditure return by 5:00 PM on September 30, 2026 as oppose to the end of July. The DHT advised of this update.] • The DHT advised there is big changes ahead. The direct PE and Sport Premium grant is being phased out and replaced by a new national PE and School Sport Partnerships Network. There will be accountability of services, and funding will be reduced. Based on this, the current school provider for services relating to PE has only been negotiated for the autumn term until more information is available. • **A governor emphasised the need going forward, to gather metrics in relation to PE as part of the Personal Development and Wellbeing (PDW) strand of Ofsted. School will need to build in self-evaluation on extracurricular inclusion. They also signposted all to the DfE's new non-statutory guidance about the Enrichment Framework that has eight strands across five core categories. It helps schools strategically plan, deliver, and evaluate out-of-classroom experiences to support personal development.**
6	**Governance Matters** Update on governance questionnaire to include next steps i.e., chair/governor 121s • The responses to the recent questionnaire were wholly positive, with a few takeaways to strengthen our already strong governance. Next step will be the Chair arranging 121s with governors. Areas for discussion will include discussing the barriers being faced to ensure supportive engagement to carry out link governor visits and adjusting the times of some meetings to support school staff well-being. HT action • **Q: Ideally, when is the optimum time for staff to attend a FGB meeting?** A: For staff to be at their best from a strategic point of view, it would be appreciated if governors could adapt their working pattern, when given ample notice, so that some meetings could take place either before the start of the school day, during the school day or an earlier start time other than an evening slot. • **A governor suggested an agenda with timings, meaning when the time is up discussion ends and we move onto the next item.** [Post meeting addendum added by the clerk. This has been adopted in the past, with very little success. The FGB meeting is the opportunity for informed discussion to ratify decisions, so often discussions will run over. The clerk will continue to endeavour to introduce smarter methods, with the full co-operation of the FGB and welcomes input and feedback to assist in improvement moving forward].

- **It was shared that by law, employers are required to grant employees who are school governors a "reasonable" amount of time off to perform their duties, though this is not legally required to be paid.** [Post meeting addendum added by the clerk: Some organisations have 'volunteering hours' or include volunteering experience in staff reviews. If your employer knows that you volunteer as a school governor, they may also be more understanding if you need to take time to perform your duties at short notice.]

Review Chair's annual governance statement for distribution – this will take place outside of the meeting and issued to the school community before end of term. [Post meeting addendum: the statement was issued to the FGB for their comments/feedback and thereafter issued to parents' w/e 17th July. The Chair will issue to staff separately.]

Consider succession planning; Chair & Vice Chair roles, LA governor, staff governor etc

- Laura Wilson stepped down from their role as Co-Opted Governor with effect from 31st May.
- Liam McCaughey will step down from their role as Co-Opted Governor with effect from the 31st August. The FGB placed on record their thanks to Liam for his outstanding contribution to school governance since February 2022 when he was elected Parent Governor.
- The clerk has posted a governor recruitment flyer on local social media pages. To date there has been one expression of interest which the Chair will follow up.
- Governors were asked to nominate for the position of Chair and Vice Chair. John Morrow shared his self-nomination to stand for Chair for the next academic year, adding that should he be elected for another year, he will be looking for a lesser role for the remainder of his term thereafter. He shared that he will be happy to mentor or consider shared roles to engage future succession planning.
- Rob Pullen and Martin Brannan both self-nominated for the position of Co-Chair for the next academic year. No other nominations were received from those present. The clerk proposed they continue the election of Chair and Vice Chair outside of the meeting, seeking final nominations and carrying out an online vote with appointments being effective from the first meeting of the academic year on 24th September. All agreed.

Annual standing agenda item to discuss academisation

Discussion took place with headlines as follows.

- There is no longer a fixed statutory deadline for when a school must join a trust. The 2030 target date has been abandoned. However, the current DfE stance is that all state schools should transition into a trust-based system, but the mechanism for doing so depends entirely on the school's performance and choices.
- The LA support is dwindling. However, at this current moment, the services we choose to buyback are working for us.

HTPM timings for 2026-27

- It was proposed that timings for the performance review move to a Sept-to-Sept model, or at least an early autumn to early autumn rolling year so that targets set align with the school improvement plan. This year we meet on 24th Sept to ratify the draft school improvement plan, so the panel would be looking at availability with Susan Walters as soon as possible after this. All agreed. HT to reach out so Susan for availability. HT action
- The panel will be decided based on availability, and the terms of reference will be revisited for the period the FGB does not have the full complement of governors to ensure they are fit for purpose. Clerk duly noted for September.

AOB

	[Post meeting addendum added by the clerk. School has paid for another year of the NGA gold membership. Likewise, they have also subscribed to the services of Cheshire West Governance Association. Governors are encouraged to use these services as much as possible to strengthen and support their governance knowledge.]
7	Policies/Procedures 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. **PSHE (RSE) Combined policy** May 2026 • The subject lead has updated the policy to reflect recent statutory changes. To strengthen the policy, stakeholder feedback was gathered from staff, pupils and the FGB. The clerk provided contextual information relating to the statutory responsibilities for the FGB to consider before formally approving. • Pre-meeting, as part of the stakeholder feedback, **a governor asked the subject lead to tell them more about the PSHE provider - Coram Life Education's SCARF programme, and why the school chose this provider.** A: School has used SCARF for a number of years and have found it to be a clear, thorough, and effective resource. It helps ensure we cover all statutory PSHE, RSE and RSHE requirements while still allowing teachers the flexibility to adapt lessons to meet the needs of their classes. It is also a cost-effective option for the school. • Pre-meeting, as part of the stakeholder feedback, **a governor asked about Appendix 3 – Non-Statutory Sex Education and the relevance of the inclusion of HIV, as well as 'Online Sexual Content' taught as optional lessons because of an 'identified need' and how the decision to include both of these elements was made?** A: These elements are included because they form part of the recommended SCARF programme. However, this doesn't mean they will always be taught in exactly the same way. Teachers use their professional judgement to adapt content and examples to suit the age and needs of their pupils. For example, when discussing communicable diseases, HIV may be used as an example, but so might COVID-19 or another relevant illness. Similarly, any teaching around online sexual content would be carefully considered based on the age of the children, safeguarding considerations and any identified needs within a cohort. • The governor formally thanked the subject lead for their comprehensive reply and concluded that the answers thoroughly answered their queries. FGB **approved.** Administering Medication Policy • The governor that has been working with the HT to have a suitable policy in place confirmed the policy is fit for purpose and recommends it is adopted. There is additional work to be carried out in relation to the procedure and the form to be used when administering medication out of school e.g., during trips and this will be shared with SJ for a further four-eyed approach. The new policy was adopted during a recent school trip with no issues. **Approved.** Careers Guidance • A Careers Guidance policy isn't necessary at primary level. However, at Cherry Grove, how careers develop and understanding opportunities are built into the curriculum. The recent takeover day and careers event are a prime example. The FGB placed on record their thanks to Aimee Woodley and all staff involved in recent events to make them a resounding success.]

8	**External and/or Link Governor ROVs (record of visits)** Cherry Grove Primary School Health and Safety Report 12.06.26 • The ROV provided reassurance of key H&S elements that are carried out in school with only two actions to carry out. The report outlined the school as having excellent first aid provision on-site. The FGB placed on record their thanks to Tom Nevin for his continued due diligence. Facilities management and much more is proactively managed by SMO Peter Jones, who is now fully embedded in his role. Thanks were placed on record to Peter. ROV - Safeguarding July 2026 [JM] • As alluded to when discussing the DSL report, safeguarding remains an area of strength for the school. The visit reaffirmed that the school's DSL is experienced in safeguarding and follows the policy to provide an effective approach to safeguarding oversight and response. • Safeguarding is time and resources intensive with significant amounts of time spent chasing LA for action and intervention. LA budget constraints are having a significant impact. • It was recognised that the impact of the high demand for reactive safeguarding work/referrals/TAFs etc, is that there is less time for pastoral work and emotional literacy support. Compounded by lack of mental health support – CAMHS referrals are made but often result in little support. The school has used charities to provide mental health support, but the support is limited. • Mental Health and Pastoral work, resilience building and emotional literacy are areas that need a whole school approach. Changes made by HT with the introduction of the Conscious Discipline approach is viewed by the DSL as essential to support the wellbeing and safeguarding of all pupils. As a FGB, continued monitoring is required to ensure the school is supported in consistent and effective implementation. For the purposes of record, OP left the meeting at 8.37pm.
	Meeting finish time: 8.37pm
	Date & time of next meeting: Thursday 24th September 2026
	Signed by Chair of Governors:
	Date: Thursday 24th September 2026

DECISIONS MADE	
Agenda #	**Decision**
2	FGB approved the Lockdown Procedure.
5	FGB approved the PE and Sport Premium Report for 2025-26.
7	FGB approved the PSHE (RSE) Combined Policy and Administering Medication Policy.

THE ACTIONS HIGHLIGHTED IN BLUE TO BE DISCUSSED AT THIS MEETING

New actions	Who	Due	Notes/Outcome
[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	
[060726-6] Chair to carry out 121s with non-staff governors.	Chair	ASAP	Completed and outcomes discussed with clerk
[060726-6b] HT to arrange HTPM meeting with Susan Walters.	HT	ASAP	Completed. Took place 8.9.26 with JM and OG.
Outstanding actions from previous meetings			
[210526-3] HT to lead a working party consisting of RP and SD to gather parental feedback.	HT RP SD	~~Summer term~~ Autumn term	In progress – see latest update in minutes under agenda item 2.
[210526-3a] HT to lead on a staff survey.	HT Chair	Autumn term	Clerk to provide past contextual information.
[210526-4a] DHT to provide year-on-year suspensions and exclusions data.	DHT	~~July meeting~~ Autumn term	To show 2-3 years to evaluate any trends.
[210526-6a] Complete review of governors' annual planner.	Chair HT VC Clerk	Late summer Early autumn	Completed and will be finalised end of autumn 1
[210526-6b] MB to complete LA governor nomination form.	MB Clerk	July meeting	Completed and issue to the LA for consideration on 13.10.26
[260326-2] Arrange a governor session to go over the IDSR	Clerk RP	Autumn	Calender invite issued for 8.12.26
[260326-3a] Comparison report on Y6 PP attainment data as a controlled group.	HT	~~Summer term~~ Autumn term	
[260326-5a] SBM to advise of a new auditor for the school fund for the period 04/25 to 03/26.	SBM	Summer term	SBM at Ashton Hayes has been approached.
[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			
[260326-3] Evidence of impact be provided to governors in a short report, starting from the autumn term, and following AP2 (relating to improving writing outcomes for all children)	HT Subject lead	Completed	See minutes under agenda item 1.3
[2105265-4] HT to check school procedures in relation to setting work for pupils during the first five school days of any suspension, including a one-day suspension.	HT	Completed	See minutes under agenda item 2
[210526-4b] School to consider parental engagement in session relating to the impact of chat rooms and messaging.	HT DSL	Completed	This information has been disseminated to the DSL for action
[210526-6] Chair to review outcomes from governance questionnaire and advise next steps.	Chair	Completed	See minutes under agenda item 6
[210526-6c] Clerk to carry out staff governor election.	Clerk	Completed	

[060225-3c1] School to consider child-friendly approach to lockdown practice/procedure. [060225-3c2] HT to provide an updated version of the lockdown procedure to the H&S link governor for perusal.	HT MB	Completed	See minutes under agenda item 2