EDWARD WILSON PRIMARY SCHOOL

'To seek, to find and not to yield'

FULL GOVERNING BOARD

Minutes

Monday 12 January 26 from 6.00 pm, held at the school

Membership (* not present)	**Committee**		**Link area -statutory in bold**	**Term of Office**
Simon Mair **Chair of Governing Body**	All	Co-opted	**SEND** Link Governor, Sustainability Lead/**H&S**	1 July 24- 30 June 28
Felicia Wong **Vice Chair of Governors**	CCC	Co-opted	Science	19 Sep 23-18 Sep 27
Amy Polglase **Chair of CCC**	CCC	Co-opted	**Safeguarding** Link Literacy	29 Apr 22- 28 Apr 26
*Thomas Jennings	CCC	Co-opted	Geography and History	05 Jul 22- 05 Jul 26
*Anjuna Prasher **Chair of Resources**	Resources	Co-opted	Maths, Finance	19 Sep 23-18 Sep 27
Fahimah Islam		Co-opted		12 Jan 26-11 Jan 30
Vacancy		*Co-opted*		
Vacancy		*LA*		
Katy Lawrence	All	Headteacher	School improvement	Ex Officio
Jo-Anne Ling	CCC	Staff	Nourish Link Governor	23 Nov 23- 22 Nov 27
Nariman Abdelrahman	CCC	Parent	Personal Development	03 Nov 25- 02 Nov 29
Malak Ibrahim	Resources	Parent	Personal Development	03 Nov 22- 02 Nov 26
In attendance				
Carol Rowlands	SBM		Lyn Stanton	Clerk
Maria Apostolaki	SRP lead		Jade Costelloe-Tully	SENDCO

Actions list this meeting		
1.1	*Membership vacancies Co opt and LA- skills Premises/buildings*	*CoG/Clerk*
2.2	*PACE approach impact review Summer term July agenda*	*Clerk*
5..2	*Vison and aims refresh to next meeting*	*CoG/HT/Clerk*
5.5	*Ofsted training/ updated SOAP next meeting. Clerk to send out summary identifiers sheet*	*HT/Clerk*
5.6	*Staff survey results next meeting*	*HT/Clerk*
6.5	*Behaviour policy to follow*	*HT/Clerk*
8.1	*Visit reports template to be shared, Nourish verbal report next meeting agenda*	*Clerk*
8.4	*School Journey- detail for approval to Resources*	*Clerk/SBM*

1. Welcome- the Chair opened the meeting and welcomed all.

The meeting greeted Jade (SENDCO) and Maria (SRP lead). Item 2 taken at the start. Agenda reverting to the usual order thereafter.

1.1. <u>Membership updates</u>

- To ratify Nariman's reappointment as a parent Gov. **AGREED**
- To co-opt Fahimah Islam (parent), **AGREED,** the Chair highlighted the useful LA training.
- The meeting noted Tessa's resignation from the process as LA Gov due to personal reasons.

The Chair remarked there were 2 vacancies outstanding; Co-opt and LA slots.

Skills for Premises, buildings agreed as ideally required. **Action Clerk/Chair**

1.2. Apologies for absence –

- Apologies had been received from Thomas and Anjuna and these were **ACCEPTED.**
- It was noted at the start of the meeting that Amy was not present and had advised was arriving late. Nariman was expected.

1.3. Declarations of Interest- There were no declarations made against items on this agenda, the Clerk chasing up the few remaining annual renewal of declarations on Gov Hub.

2. Governor strategic training item- SEND Priority, the PACE approach.

SDP Priority link- Establish the school as a centre of excellence for SEND.

2.1. Inclusion updates *Jade C-T (SENDCO) presenting*

A busy time for the staff- Governors noted the following updates;

- One new EHCP approved, with 3 further assessments sent off, expected Spring 1.
- 3 other referrals for ADHD and one other.
- Educational Psychologist working with the school for assessments.
- 3 staff on NPQSENCO Qualification, with weekly SEND meetings held.

Nariman joined the meeting at 18.05

2.1.1. Governors were pleased to hear about the Introduction of 'Dyslexia screener' sittings, with 10 pupils held during Autumn (4 identified) and another 10 to take place in the Spring term- the new protocol giving clear reports. Q A Governor CHALLENGED the school about the numbers- was this due to a limit of capacity? Explained both due to numbers referred and management of the process, but flexible to be increased if required.

2.1.2. SALT-a referral made for a Y6, with 6 groups running currently; Staff trained by a SALT specialist with activities including Lego therapy used to develop team working, social and communication skills.

Amy joined the meeting at 18.10

2.1.3. Inclusion spaces expansion- plans to expand the SRP and move into a 3rd classroom now underway.

The HT was seeking funding to increase the provision of sensory spaces, with the aim to have a sensory room on every floor. Q A Governor ASKED about scope and impact of the plans? 2 further rooms to the existing one, with £35k requested from the LA High needs funding pot; sensory safe spaces to allow for break out and self-regulation.

2.2. PACE approach *Maria (SRP lead) presenting-*

The initiative explained as an ethos of positivity around behaviour management through Playfulness, Acceptance, Curiosity, Empathy- building bonds between staff and children.

This approach involved slowing down reactions to pupils behaviours and react in non-judgemental ways to build trust.

Short term and long-term benefits, allowing pupils to regulate, before staff responding and then able to reason with them to address issues. Q In response to a Question it was confirmed this approach would benefit all pupils, with training for all staff followed up by coaching.

Action Impact- Summer term agenda

Both staff thanked and left the meeting at 18.25, agenda returning to usual order

3. Minutes of previous FGB meeting held 29 September 2025 were AGREED

3.1. Any matters arising

Actions list last meeting		
2.3	*Health and Safety statutory link- Simon E confirmed*	*RESOLVED*

3.1 [7.0]	*Sports/PE report for website* Governors pleased to note the impact of the funding-including supporting extra-curricular opportunities for all to increase disadvantaged engagement with some specialist focused activities for girls to increase confidence and participation.	*RESOLVED*
3.1 [8.2.1]	*Safer School streets /communication to parents- update in RES draft mins*	*RESOLVED*
3.1 [11.2]	*Wifi providers to be shared in newsletter at start of term Carried over* The HT updated- this historic action as a result of access to online homework- The system since changed, online not the issue.	*CLOSED*
4.2	*Safeguarding Policy- carried over on agenda* *Clerk to send Safeguarding link guidance- completed*	*RESOLVED*
5.5	*SEND Update to CCC*	*RESOLVED*
6.2	*Governor visits planning/focus mornings- on this agenda*	*HT/Chair*
7.4.2	*Water leak works approval online*	*RESOLVED*
8.1(also 3.1)	*GB Memberships-LA nomination Tessa, Parent election- School/Aut 2* *Co opted vacancies- FW to share a contact (Summer FGB action)*	*RESOLVED*

4. Reports from committees- *received for information*

4.1. Resources 26 Nov 25 Items recommended to the FGB for ratification-

- PAN reduction recommendation- **formally RATIFIED**
- Proposed new Bank mandate: Headteacher Katy Lawrence, SBM, school administrator Samantha Shanahan, Asst. Head Jo-Anne Ling. **APPROVED**

4.2. Curriculum, Children and Community CCC 2 Dec 25

5. **Headteacher's written report (Autumn term)-** the HT highlighted areas of her report;

5.1. On Roll- 253 (6 joiners, 3 left), with 2 spaces noted in Reception.
Financial predications based on 267 whole school.
Q Governors ASKED how to improve advertising? Due to the location plans to canvas to attract hospital staff -due to the good wrap around provision felt a prudent approach.

5.2. Vision and Values- The half termly values focus was going well with values being embedded, Teddy Wilson the mascot for promoting values and safeguarding.
The Chair and HT would meet to review the values in conjunction with the school motto of resilience and exploration; 'To seek, to find and not to yield.'
Vision and aims to be made more explicit – strategic direction to be refreshed and bring to the next meeting for discussion and approval**- Action Vision refresh next meeting item**

5.3. Provision-

- Challenge Partners November visit reported to be successful, detailed at the Dec CCC committee.
- Robust appraisal process for staff linked to the SDP key priorities in place

5.4. SDP- the main working document for the school and Governors' monitoring;

1. SEND- Q In response to a CHALLENGE from a Governor what improvements had been identified? The HT acknowledged the excellent provision already in place, now formalised with improved consistency across the school, building on this solid foundation.
   Q The Governor ASKED about staff workload given the increased needs being seen?
   Staff present reported a good feeling amongst staff working together- staff supporting each other if issues arise. The stable staffing trend evidenced this.
2. Reading and writing outcomes- Good KS2 SATs had been seen last year, however it was a lower prior cohort this year. Good early identification of needs and interventions underway. A lot of CPD for staff on improving core subject outcomes and support for cuspy pupils in place.

3. Attendance – Governor awards introduced, with an ambitious 97% target, data showing an improving trend over time. Fines issued when required.
4. SUET –Linked to Appraisal targets, for a shared understanding of quality first teaching. Q A Governor ASKED about the impact of staff covering sickness due to budget limitations? The HT acknowledged impact was on the availability of staff to hold interventions, and for any regulation management that may be required due to the increased number of high needs pupils.
5. Embed the school Vision and Values- 'Value Trees' for pupils' 'Value Leaves' introduced in classes and main hall. Governors pleased to hear pupils had raised money for UNICEF, with an aim to more to become a UNICEF Rights Respecting school linked to the refreshed Vision.
6. Handwriting- Monitoring and assessment half termly, achievement celebrated- ongoing action for improvement
7. Disadvantaged pupils- Thrive Project, art therapy. Beanstalk author visit and targeted enrichment activities to build cultural capital.

5.5. Ofsted New Framework- Leaders tweaking SEF to align with the new framework, the Clerk would send out the updated identifiers for Leadership and Governance for the Expected and Strong standards.

It was expected that the school would be in the window for an expected inspection from September 2026. **Training at next FGB and updated SOAP requested**

5.6. Staffing updates noted, well-being training for all staff took place on Monday 5th January INSET. MIND posters and Employee Assistance programme in place. Menopause drop-in system to be implemented.
Staff survey Spring term- next meeting item.

5.7. Stakeholders- Winter concerts had been popular with parents.
Nourish project for Health Eating- governors to visit, report to next meeting- actioned under 8.1

6. Safeguarding

Governors reviewed the data for the previous term, similar to last year, and noted the following points-

6.1. Physical handling training (Ofsted accredited)- Governors noted the plans for almost all staff (48) to be trained, and Q ASKED why there was a need for the increase in the numbers trained?
This was explained for their own well-being and for protection- a duty of care to staff following a slight increase in staff injury as a direct result in the increase in special needs.
Governors expressed concern, pleased with a pro-active protective approach.
It was added that pupils have individual de-escalation plans, agreed with parents for protocol, the June training chosen due to the practical scenarios included for deescalation.

6.2. Invac- termly lock downs practiced, getting ready for Martyns law.

6.3. Attendance slightly above national average. PA 8.8% but staff aware of underlying issues.

	Autumn 1	Autumn 1 2024 comparison	Autumn 2	Autumn 2 2024 comparison
Overall Attendance Rate	95.7%	94.4%	94.4%	94%
Persistently Absent (Below 90%)	10%	20%	12%	18%
Severely Absent (Below 50%)	0%	0%	0%	0%
100% Attendance	36%	35%	29%	38%

6.4. Behaviour-

- 7 1/2 days total internal suspensions last term noted.
- Leaders had met with parents and a working group of staff reviewing Behaviour policy and approach. Warm-Strict approach training held with PACE and reflection system. Behaviour policy update-Changes to policy, **to follow.**

- Additional staff employed in the playground to promote healthy and safe play for a pro-active anti-bullying approach following anti bullying pupil voice feedback.
  Q In response to a CHALLENGE this explained not to be an issue at the school, however to address perception following 3 historic incidents.

7. **Finance and Premises items-** *the SBM reported*

7.1. Health and safety –

- Kitchen renewed 5-star rating.
- Staff training for physical handling covered earlier

7.2. Premises –

- Drainage survey had been insightful, with hydrometers checking humidity in place, with some improvement seen from previously. The Chair highlighted the link to potential for roof works and the playground on the roof which was a key space, with leaders working to retain.
- The SBM noted a non-urgent masonry issue, in response to a CHALLENGED confirmed checked for safety considerations.
- A Thermal viability study required prior to ASHP decision given the experience seen at others schools.

7.3. Finance-An updated budget would go to the next Resources committee due to the additional expenditure being accrued.

- Due to increased SRP needs, adapting the premises was required- c£7k.
- Cold water pump for toilets £2.5k, lights in lift etc.
- New oven possible and hot water boiler.
- Additional staffing needs identified- experienced staff, may split a class next year.

7.4. Audit- a full financial audit from the LA to take place in February, the SBM and Clerk noted the onerous requirements. A Risk register format was being considered.

8. **Governance-**

8.1. Visits and feedback – the Chair and Vice Chair had recently visited (visit reports to follow, clerk to send template). Governors were reminded about their links (in table at top of agenda and minutes). Parent Govs to attend a Nourish visit with the link Gov Jo-Anne, verbal report next meeting.
Template visit reports and Norish report next meeting

8.2. Governors' award and monitoring dates extended:

- Friday 27th March
- Friday 17th July

Proposed timetable: 8:30am *staff briefing/*8:45am *meet parents on the gate* 9:00am *assembly/*9:25-10:30am (or 10:00am *if you are pushed for time) a range of monitoring e.g. meet pupils, book looks with subject leader, a learning walk to monitor a subject in a few classes* 8.3. <u>School Uniform</u>-the Clerk shared the guidance changes to note for Sept 26, Governors pleased to hear the uniform prices kept low for parents. Information about secondhand items to be included on website. https://www.edwardwilson.org.uk/uniform-information/ 8.4. <u>School Journey</u>- *agreement in principle required for school Journey to RES for detail.* 8.5. <u>Website Governors page</u>- Governors reminded to review and update their bio information on the website-
9. **Policies –** *track changes requested for future updates to facilitate review and impact of updates.* 9.1. <u>Safeguarding Policy</u>- *for ratification,* **APPROVED** 9.2. <u>Admissions</u>- *to formally ratify the proposal for a reduction in PAN (as recommended from the Resources committee)* **AGREED** 9.3. <u>Relationship, Sex and Health Education</u> (RSHE) Policy- positive changes, water safety. Linked to values. Little change to RHSE. No changes to withdrawal, numbers requested to withdraw to be monitored. **APPROVED subject to parent meeting, some tweaks may follow** 9.4. <u>Complaint policy</u>- refreshed no changes. **AGREED**
10. Any other business- none
11. Any item from Part 1 to be deemed Confidential- none

After staff leave

12. Any confidential item Part [2]- one resignation noted.

There being no further business the meeting closed at 19.50

Agreed at the next meeting as a true and accurate record.

Upcoming meetings- Spring term

Half Term:			
10 Mar 26, 4.30pm **CCC**	Personal Development Safeguarding report Behaviour and Attitudes	TLR to report- DSL to report	
18 Mar 26, 8am **RESOURCES COMMITTEE**	Budget Monitoring Report Review Service Level Agreements Benchmarking Data (SFVS) Staff Attendance	Early budget considerations and emerging priorities, staffing structure Annual Condition Survey	*SFVS approval and submission*

Summer Term:			
29 Apr 26, 8am **RESOURCES COMMITTEE**	Financial monitoring	**Budget approval**	Budget WCC **by 15 May***
11 May 26, 6pm onsite **FULL GOVERNING BODY** **Vision planning/Strategy**	External School Reviews HT Written Report- Spring term	**Vision**	Ratify SFVS,