

**EASINGWOLD COMMUNITY PRIMARY SCHOOL MINUTES OF FULL GOVERNING BODY MEETING
HELD VIRTUALLY ON TUESDAY 4 FEBRUARY 2025 AT 6.00PM**

<p>Governors Present: Becky Cooper (BC) Alison Cottrell (AC) Head Edward Fenning (EF) Becca Floyd (BF) Andrew Neville (AN) Toni Potter (TP) Nikki Rowbottom (NR) Chair Rosie Sharpe (RS) Steph Young (SY)</p>	<p>In Attendance: Lesley Barber (clerk) Becky Cooper (EYFS Teacher)</p>
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No.	Item	Action/ Date
Nikki Rowbottom in the Chair		
1/2/25	<p><u>WELCOME AND APOLOGIES</u></p> <p>Bethany-Rose Cadell (BRC) and Felicity Dutton (FD) had submitted their apologies; these were consented to. Edward Fenning had indicated that he would be late joining the meeting.</p>	
2/2/25	<p><u>DECLARATION OF INTERESTS AND REMINDER OF CONFIDENTIALITY</u></p> <p>No declarations were made. Governors were reminded of the need to maintain confidentiality at all times. The Chair reminded Governors to declare any interests in items as they arose during the meeting.</p> <p>The following Governors declared an interest in Item Pre-School arrangements, as either themselves or family members used Livewires: BC and NR</p>	
3/2/25	<p><u>SCHOOL'S VISION, VALUES AND MISSION STATEMENT</u></p> <p>The Chair highlighted the School's Vision, Values and Mission Statement:</p> <p>Mission Statement: Our Mission Statement of '<i>Excellence For All</i>' embodies our whole school ethos. It means that we aim to ensure that all children, irrespective of their starting point, receive an excellent education.</p> <p>Vision: Our vision is to provide an indelible curriculum that enables children to succeed both academically and socially to prepare them for the next step of their education and beyond</p> <p>The Values were as follows: Our three core values are what we believe are important for our children to become the very best that they can be:</p> <ul style="list-style-type: none"> • Resilience – We work hard and never give up • Respect – We are kind, honest and polite • Responsibility – We keep ourselves and others safe 	

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4/2/25	<p><u>CONFIDENTIAL ITEMS</u></p> <p><i>Items would be highlighted during discussion if they were agreed to be confidential and would be excluded from the public minutes:</i></p> <p><i>Governors were reminded not to discuss any business from the Board meetings with family members or friends.</i></p>													
5/2/25	<p><u>NOTIFICATION OF URGENT BUSINESS</u></p> <p>An additional item of business was agreed to be added to the agenda: Nursery Provision. This was confidential.</p>													
6/2/25	<p><u>MINUTES OF MEETING HELD ON 3 DECEMBER 2025</u></p> <p><i>Agreed:</i> <i>That</i></p> <p><i>a) the Public minutes of the meeting held on 3 December 2025 were agreed to be a correct record; and</i></p> <p><i>b) the Confidential minutes of the meeting held on 3 December 2025 were agreed to be a correct record.</i></p>													
7/2/25	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></p> <p>The list of action points which were not dealt with elsewhere on the agenda were updated as follows:</p> <p>Update from last meeting:</p> <table border="1" data-bbox="347 1193 1238 1984"> <thead> <tr> <th data-bbox="347 1193 507 1232">Ref</th> <th data-bbox="507 1193 842 1232">Action</th> <th data-bbox="842 1193 1238 1232">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 1232 507 1585">9/12/24</td> <td data-bbox="507 1232 842 1585">NR would remind Governors to complete their “intent” monitoring visits by Feb FGB.</td> <td data-bbox="842 1232 1238 1585">NR reported that most Monitoring Intent and Implementation sections had now been completed. There was still Science missing and Leadership and Management. The Head noted that EF had discussed Behaviour with her and would be producing a report.</td> </tr> <tr> <td data-bbox="347 1585 507 1843">10/12/24</td> <td data-bbox="507 1585 842 1843">AC – next Scenario on Exclusion process. Chair to circulate details of training available for panel members and reading regarding the topic for all Governors.</td> <td data-bbox="842 1585 1238 1843">The next Scenario would cover the Exclusion process. A group of Governors had been onto an NYC Course on Exclusions in March.</td> </tr> <tr> <td data-bbox="347 1843 507 1984">17/12/24</td> <td data-bbox="507 1843 842 1984">Head and NR to liaise regarding a mini-Parkrun during the School day.</td> <td data-bbox="842 1843 1238 1984">Head/NR – this would take place once a new PE Leader was appointed.</td> </tr> </tbody> </table>	Ref	Action	Update	9/12/24	NR would remind Governors to complete their “intent” monitoring visits by Feb FGB.	NR reported that most Monitoring Intent and Implementation sections had now been completed. There was still Science missing and Leadership and Management. The Head noted that EF had discussed Behaviour with her and would be producing a report.	10/12/24	AC – next Scenario on Exclusion process. Chair to circulate details of training available for panel members and reading regarding the topic for all Governors.	The next Scenario would cover the Exclusion process. A group of Governors had been onto an NYC Course on Exclusions in March.	17/12/24	Head and NR to liaise regarding a mini-Parkrun during the School day.	Head/NR – this would take place once a new PE Leader was appointed.	Clerk to mark forward issues not dealt with – set out in the table at the end of the minutes
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	Confidential minutes – update recorded in confidential minutes	
8/2/25	<p><u>SCHOOL DEVELOPMENT PLAN AND SELF EVALUATION FRAMEWORK</u></p> <p>The documents were considered by Governors. An update on long term aspirations regarding Nursery provision was given (Confidential item).</p>	
9/2/25	<p><u>MONITORING AND LINK GOVERNOR VISITS</u></p> <p>Monitoring/ Link Governor visit reports: The following Reports had been produced by Governors:</p> <ul style="list-style-type: none"> • SEN • PE and Exercise • History • Geography <p><i>Agreed: That Governors received the Monitoring/Link Governor reports.</i></p>	
10/2/25	<p><u>URGENT BUSINESS – NURSERY PROVISION</u></p> <p>The order of business was amended to enable the Teacher, Becky Cooper to leave the meeting early once this item was completed. This item was confidential.</p>	
11/2/25	<p><u>SAFEGUARDING UPDATE</u></p> <p>a) Safeguarding Scenario</p> <p>You and another member of staff overhear a group of children talking about a member of staff's Facebook page and saying that she has messaged them privately and commented on their posts. The other member of staff reminds them of the age restriction for Facebook and tells them that they shouldn't be using it. They tell you that they will log it on CPOMs as an online safety concern that they are using Facebook and that you don't need to do anything.</p> <p>Q1: What is the age restriction for Facebook? *</p> <p>18 13 16 8</p> <p>Q2 Which of the following do you agree with*</p> <p>There would be nothing more for me to do I would speak to their parents after school about coming off Facebook I would let their class teachers know about them using Facebook so they can talk to them and their parents I would do something different</p> <p>The Head highlighted that the main issue was with the staff Member communicating with the child on Facebook.</p> <p>Q3 Is there anything else that you would do or have concerns about if you were in this situation? *</p>	

No.	Item	Action/ Date
	<p>This should be flagged to the DSL as inappropriate contact with children, the staff member had put themselves at risk by doing this.</p> <p>Q4 You find yourself in this situation when the DSL and all DDSLs are all out of the building on a training course and not contactable. What would you do? *</p> <p>This should be logged with the LADO (Local Area Designated Officer) who may investigate or refer back to the School with management advice.</p> <p>Q5 Do you have any safeguarding training requirements or scenarios you would like to go over in the Spring term? *</p> <p>Exclusions, Swimming and trips, residential.</p>	
12/2/25	<p>HEADTEACHER'S REPORT</p> <p>There was no written Head's report, there would be a report to the next FGB. The Head explained that Bethany Cadell, the Safeguarding Governor was attending a NYC Training session for Safeguarding Governors that evening. They would be looking at the Safeguarding Audit together and presenting it to Governors soon.</p> <p>The following questions were asked by Governors:</p> <ol style="list-style-type: none"> 1. Has there been any progress on the school's food bank? If it is nearing completion how are donations to be offered - financial or individual items? The Head explained that this would start off small and had come about as a result of discussions with the Town's Food Bank staff. They had suggested that there were people who had children at the school who were in need but were reluctant to visit them. The Head wished to try offering the service at School so it would be easier and more familiar to those involved. Governors were concerned how this would be sustained going forwards; they were supportive of asking other parents to contribute if needed or fundraise. An update would be provided at the next meeting. 2. Does the school hope to run a Breakfast Club as recommended by the government? If so, how will it be financed? This would be covered when wraparound care was discussed in the future. 3. Could a short explanation be given as to the value of Playing and Learning sessions which have now been extended to all of KS1. What subjects is it replacing? Mark forward to the next meeting. AN was invited to visit School to see a session in action. 	
13/2/25	<p>POLICY REVIEWS</p> <p>EF had submitted a question about the Pupil Acceptable Use Policy. The Head would contact him to explain that the phrase he referred to related to safe access for pupils when they were using School equipment rather than enabling them to have access all the time.</p> <p><i>It was agreed that the following policies were approved:</i></p> <ul style="list-style-type: none"> • Data Protection – • Information Security • Pupil Acceptable Use 	Head to contact EF to explain the phrase he was concerned about in Acceptable Use policy

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	<ul style="list-style-type: none"> Records Management 	
14/2/25	<p><u>EXTERNAL REVIEWS</u></p> <p>The following External Reviews were reported on:</p> <ul style="list-style-type: none"> The SEA (Senior Education Advisor) had visited recently and conducted a review of Writing. The report would be circulated to Governors when it was finalised. 	
15/2/25	<p><u>PERFORMANCE MANAGEMENT REVIEW OF THE HEADTEACHER</u></p> <p>The Chair confirmed that the Review had been completed by Governor Becky Cooper as she had been unable to attend.</p>	
16/2/25	<p><u>RESOURCES COMMITTEE</u></p> <p>There hadn't been a meeting since the last FGB. The Head reported that Ed Fenning (who joined part way through this discussion) had decided that it was not currently feasible for him to continue pursuing the option of Solar Panels. There were difficulties with managing the process, the Local Authority required a Project Manager to be in place and this meant additional costs.</p> <p>Governors supported this decision, although disappointed that it wasn't going ahead. Following a Governor's question, the Head reassured them that this wouldn't mean the funding was lost, it could be used elsewhere in School.</p>	
17/2/25	<p><u>STAFFING STRUCTURE</u></p> <p>This item was marked forward to the next meeting.</p>	Marked forward
18/2/25	<p><u>GOVERNOR SELF EVALUATION</u></p> <p>This item was marked forward to the next meeting. Governors were reminded to return their Self Evaluation responses as soon as possible.</p>	Marked Forward. Governors were reminded to complete their responses to the Self Evaluation questionnaire.
19/2/25	<p><u>DISCUSSION OF MEMORIAL FOR ROSIE PRIOR</u></p> <p>The Chair explained that Rosie Prior had been a very impactful Chair of the PTA at the School in the past. Her untimely death had come as a shock to all who knew her; six members of staff were attending the funeral.</p> <p>The Head had been in contact with the family and would meet with them when they felt this was appropriate to discuss a suitable memorial to honour her contribution to the School.</p>	Mark forward

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	Governors had some suggestions and these would be discussed with the family.	
20/2/25	<p><u>106 AGREEMENT LAND</u></p> <p>This item was confidential.</p>	
21/2/25	<p><u>PARENT/COMMUNITY ENGAGEMENT</u></p> <p>There had been a discussion about Parkrun earlier in the meeting.</p>	
22/2/25	<p><u>SUCCESSION PLANNING AND VACANCIES</u></p> <p>The Chair reported that Steph Young had indicated that she intended to resign at the end of this academic year. Governors agreed that support staff should be invited to apply for the position of Co-opted Governor. Steph was thanked for her valuable contribution.</p> <p>The Chair asked the Head to explain to Teaching Staff that they were welcome to attend the FGB meetings if they wished.</p>	Head/Chair to hold discussions with support staff about the Co-opted vacancy.
23/2/25	<p><u>GOVERNOR TRAINING</u></p> <p>The Chair had booked herself and a few other Governors on an Exclusion Panel training session run by NYC in March.</p> <p>Beth Cadell was on a course that evening on Safeguarding.</p>	
24/2/25	<p><u>HEADTEACHER AND STAFF WELLBEING</u></p> <p>The Head and Chair had supported each other through recent some challenging times.</p>	
25/2/25	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>FGB meetings Tuesday 19 March 2024 at 6pm Tuesday 14 May 2024 – Outturn and Start Budget at 6pm Monday 8 July 2024 at 6pm (amended date)</p> <p>Resources Committees (virtual meetings) Monday 11 March 2024 at 6pm Tuesday 7 May 2024 at 6pm - Outturn and Start Budget Monday 1 July 2024 at 6pm</p>	

Meeting finished 7.30pm

ACTIONS from this meeting:

Reference	Action	Responsible	Date
7/2/25	The next Scenario would cover the Exclusion process	HT	March 25
12/2/25	Update on Food Bank	HT	March 25
12/2/25	Playing and Learning Sessions – update at the next meeting. AN to visit and observe.	HT and AN	March 25
13/2/25	Head to contact EF to explain the phrase he was concerned about in Acceptable Use policy	HT	March 25
17/2/25	Staffing Structure marked forward to next meeting	HT	March 25
18/2/25	Governor Self-Evaluation - Marked Forward. Governors were reminded to complete their responses to the Self Evaluation questionnaire	Chair	March 25
19/2/25	Discussion of Memorial for Rosie Prior – update to next meeting	HT	March 25