

**EASINGWOLD COMMUNITY PRIMARY SCHOOL MINUTES OF FULL GOVERNING BODY MEETING
HELD VIRTUALLY ON TUESDAY 3 FEBRUARY 2026 AT 6.00PM**

Governors Present:

Bethany-Rose Cadell (BRC) from Item 5
Becky Cooper (BC)
Rosie Dutton (RD)
Edward Fenning (EF)
Jen Hodgson (JH)
Andrew Neville (AN)
Alison Parratt (AP) Head
Toni Potter (TP)
Nikki Rowbottom (NR) Chair
Lucy Walton (LW)

In Attendance:

Lesley Barber (clerk)

No.	Item	Action/ Date
Nikki Rowbottom in the Chair		
1/2/26	<p><u>WELCOME AND APOLOGIES</u></p> <p>Felicity Dutton (FD) had submitted her apologies; these were consented to.</p> <p>Beth Cadell was late arriving, she joined from item 5 onwards.</p> <p>The Head noted that she had updated the GIAS (Getting Information about Schools) site with new Governor details. The Chair asked Ruth Hannam as a new Governor to provide a biography to include on the School Website and asked all Governors to review and update their details.</p> <p>Toni Potter and Ruth Hannam were thanked by the Chair for their leadership and additional work during the Head's recent absence, it was greatly appreciated.</p>	RH to complete biographical information for website– all Governors to review
2/2/26	<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>	
3/2/26	<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:</p>	

No.	Item	Action/ Date												
	<p>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 													
4/2/26	<p><u>CONFIDENTIAL ITEMS</u> <i>The following items were agreed to be confidential and would be excluded from the public minutes: Parts of the HT Report which identified individual staff members or pupils, the item on Nursery and Wraparound Care.</i></p> <p><i>Governors were reminded not to discuss any business from the Board meetings with family members or friends.</i></p>													
5/2/26	<p><u>NOTIFICATION OF URGENT BUSINESS</u> There was an urgent item of business regarding recent posts on a community Facebook page. This discussion was agreed to be confidential.</p>													
6/2/26	<p><u>MINUTES OF MEETING HELD ON 2 DECEMBER 2025</u></p> <p><i>Agreed: That a) the Public minutes of the meeting held on 2 December 2025 were agreed to be a correct record; and b) the Confidential minutes of the meeting held on 2 December 2025 were agreed to be a correct record.</i></p>													
7/2/26	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u> 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 1417 1270 1993"> <thead> <tr> <th data-bbox="347 1417 517 1453">Ref</th> <th data-bbox="517 1417 876 1453">Action</th> <th data-bbox="876 1417 1270 1453">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 1453 517 1637">3/12/25</td> <td data-bbox="517 1453 876 1637">Cyber Training – all Governors to complete and send certificate to Clerk</td> <td data-bbox="876 1453 1270 1637">Some Governors had completed this, the Chair asked those who hadn't to complete it as soon as possible.</td> </tr> <tr> <td data-bbox="347 1637 517 1711">9/12/25</td> <td data-bbox="517 1637 876 1711">Governance Strategic Plan on next agenda</td> <td data-bbox="876 1637 1270 1711">On Agenda</td> </tr> <tr> <td data-bbox="347 1711 517 1993">10/12/25</td> <td data-bbox="517 1711 876 1993">Monitoring/Link Visits to be added to the February Agenda. Chair/ Head – discuss barriers and how to facilitate more visits. Governors to set dates at the next FGB for the</td> <td data-bbox="876 1711 1270 1993">On the agenda</td> </tr> </tbody> </table>	Ref	Action	Update	3/12/25	Cyber Training – all Governors to complete and send certificate to Clerk	Some Governors had completed this, the Chair asked those who hadn't to complete it as soon as possible.	9/12/25	Governance Strategic Plan on next agenda	On Agenda	10/12/25	Monitoring/Link Visits to be added to the February Agenda. Chair/ Head – discuss barriers and how to facilitate more visits. Governors to set dates at the next FGB for the	On the agenda	<p>Clerk to mark forward issues not dealt with – set out in the table at the end of the minutes</p>
Ref	Action	Update												
3/12/25	Cyber Training – all Governors to complete and send certificate to Clerk	Some Governors had completed this, the Chair asked those who hadn't to complete it as soon as possible.												
9/12/25	Governance Strategic Plan on next agenda	On Agenda												
10/12/25	Monitoring/Link Visits to be added to the February Agenda. Chair/ Head – discuss barriers and how to facilitate more visits. Governors to set dates at the next FGB for the	On the agenda												

No.	Item			Action/ Date
		following two terms for Monitoring Visits.		
	13/12/25	HT to provide LADO contact details on Google Drive and provide Training on the LADO process at the next FGB meeting.	Item on this agenda	
	14/12/25	Safer Recruitment Training delivered at the next FGB (HT) – this was General Training	On this agenda	
	16/5/25	EF to complete online training asap due to his involvement in many interviews in School	EF had started this training and would complete it soon	
	No actions from confidential minutes			
8/2/26	<p><u>GOVERNANCE STRATEGIC PLAN</u></p> <p>The Chair had drafted a Plan, which she shared at the meeting. This drew on the recent Self Evaluation responses, the priorities set out in the SDP and new Ofsted Framework. The purpose of the Plan was stated as “set out how the Governing Body will provide effective oversight, support, and challenge to ensure the school delivers high-quality education, strong pupil outcomes, and a positive, inclusive culture.”</p> <p>The headings in the document were as follows:</p> <ul style="list-style-type: none"> • Priority 1: Teaching, Learning, and Outcomes • Priority 2: Inclusion, SEND, and Pupil Wellbeing • Priority 3: Leadership, Staffing, and Governance Effectiveness • Priority 4: Financial Sustainability and Resource Management • Priority 5: Community Engagement and Reputation <p>In addition it set out:</p> <p>Monitoring and Accountability</p> <p>The Governing Body will:</p> <ul style="list-style-type: none"> • Use an annual cycle of meetings and monitoring visits • Review progress against priorities termly • Receive regular reports from the Headteacher • Adjust priorities in response to data, inspection findings, and school context <p>Review and Evaluation</p> <ul style="list-style-type: none"> • This plan will be reviewed annually • Progress will be documented in governing body minutes • Amendments will be agreed collectively <p>There was consensus that the Plan needed to be reviewed frequently to ensure it was useful, in the same way as the SDP (School Development Plan).</p>			<p>Plan to be formally approved at the next FGB and progress reviewed in May.</p> <p>Standing item on each agenda – alternating between Governance Strategic Plan and SDP at each FGB</p> <p>Annual Review of Plan in February (Chair/Clerk)</p>

No.	Item	Action/ Date
	<p>Agreed:</p> <ul style="list-style-type: none"> a) The Governance Strategic Plan would be circulated to all Governors for comments and confirmation at the March meeting; b) There would be a standing item on each agenda to monitor progress against the Priorities and targets in this Plan (starting May) and the SDP -alternating so there was a review of one of them at each FGB meeting. c) Annual Review each February 	
9/2/26	<p><u>SCHOOL DEVELOPMENT PLAN AND SELF EVALUATION FRAMEWORK</u></p> <p>The Head provided an update:</p> <ul style="list-style-type: none"> • She reported good engagement from pupils with the debating system set up recently. Miss Potter’s class were using a debating website which suggested topics for discussion on a weekly basis and then shared nationwide results at the end of the week. This was proving especially useful to encourage pupils to see topics from different viewpoints and that it was ok to have different opinions on issues. • In response to a query from the Chair, the Head felt that it was manageable to review the whole SDP regularly rather than focussing on one priority at a time. She was pleased with the way in which Governors and Staff were engaged with the document and felt ownership of it. It had been discussed at a recent staff meeting. <p><i>Agreed: That the report was noted.</i></p>	
10/2/26	<p><u>MONITORING AND LINK GOVERNOR VISITS</u></p> <p>The Chair updated Governors:</p> <ul style="list-style-type: none"> • The Local Authority representative attending the HT Monitoring Review had suggested a “monitoring window” be set up (2 weeks per term) so there was a focussed period of time where staff could expect Governors to contact them and conduct Monitoring. This would also provide Governors with a set timescale. • The main barrier to arranging monitoring visits was often Governor availability, it was hard to fit around work commitments. Governors felt that it was a good idea to trial a “window” for visits; this meant that dates could be added to the diary in advance. • The Chair would post revised versions of the Model Monitoring Reports soon; BC had drafted some possible questions based on the new Ofsted Framework which could be included to make the process more straightforward and prompt useful discussion and focus. • Although it was important for Governors to visit School, not all “visits” had to be in person, they could include Teams, telephone calls, emails and also “Book Looks” as well as meetings with Teaching staff and visits to classrooms. <p>Monitoring/ Link Governor visit reports:</p> <p>The following Reports had been received from Governors:</p> <ul style="list-style-type: none"> • SEND/PP/Vulnerable Children 20/1/26 - LW 	<p>Chair to re-draft Monitoring Form – consult with BC and TP.</p> <p>Health and Safety Link reports to Resources Committees.</p>

No.	Item	Action/ Date
	<p><i>Agreed: That:</i></p> <ul style="list-style-type: none"> a) <i>Governors received the Monitoring/Link Governor report.</i> b) <i>Monitoring Visit window was agreed to be weeks of 2 and 9th March this term and weeks commencing 22 and 29 June in the Summer– Governors should contact AP or TP to arrange visits.</i> c) <i>Health and Safety Visits would be reported to Resources Committees, the Link Governor was Ruth Hannam and she and the Head would discuss any issues at their “first of the month” meetings.</i> 	
11/2/26	<p><u>SAFEGUARDING UPDATE</u></p> <ul style="list-style-type: none"> a) Safeguarding Scenario – Safer Recruitment <ul style="list-style-type: none"> Q: <i>What is the minimum legal requirement for safer recruitment training on an interview panel?</i> A: <i>At least one member of every recruitment panel must have completed safer recruitment training</i> Q: <i>Which document is the Single Central Record (SCR) designed to track?</i> A: <i>A centralised list of all staff, volunteers and governors, recording their identity and vetting checks.</i> <i>The Head explained that it was not Governors’ responsibility to check the record, but rather to ensure that it is checked and by whom. The information isn’t seen by Governors as it is confidential. She said that she checked the SCR termly with the Office Manager.</i> Q: <i>In 2026, what is a Governor’s responsibility regarding online searches for shortlisted candidates?</i> A: <i>Schools should conduct online searches as part of due diligence on shortlisted candidates to identify any issues that might make them unsuitable.</i> Q: <i>When should references be requested during the recruitment process?</i> A: <i>Before the interview, to allow any concerns to be explored during the interview. (although it was noted that references were not always received in time for interviews)</i> Q: <i>What is the governing board’s role in “Regulated Activity”?</i> A: <i>They must ensure that anyone in a “regulated activity” has an enhanced DBS check with barred list information.</i> <p><i>Governors were invited to attend interviews as observers to see the process in action.</i></p> b) LADO (Local Authority Designated Officer) Training <ul style="list-style-type: none"> <i>The Head gave a presentation on LADO and provided contact details to Governors.</i> <p>Governors asked questions as follows:</p> <ul style="list-style-type: none"> 1) How would Governors know if “low level” concerns had been identified? <i>The Head explained that she would report this to Governors via the HT report. She would start to include this and report as “none” if that was the outcome.</i> 	

No.	Item	Action/ Date
	<p>2) How should the Board promote staff reporting concerns about colleagues without fear of consequences? The Head reported that staff had recently undertaken some training on low level concerns. She also noted that the reporting process was on paper and could, therefore, be anonymous.</p> <p>3) Once the Safer recruitment training was completed how often should it be repeated? The Head said that there was no need to re-do the training once completed.</p>	
12/2/26	<p><u>HEADTEACHER'S REPORT</u></p> <p>The public section of the Headteacher's report is attached to the minutes. Parts of the discussion were confidential. Governors asked the following questions relating to the Headteacher's report:</p> <ul style="list-style-type: none"> • There was a new DfE target for attendance, was the School on target? The Head said that currently attendance was above national, but not yet at the new DfE target figure. Small steps were being taken to address this; progress with families concerned was having some impact. The approach used was to provide support as an initial response to absences and work on removing barriers. <p><i>Agreed: That the report was noted.</i></p>	
13/2/26	<p><u>NURSERY AND WRAPAROUND CARE</u></p> <p>This discussion was confidential.</p>	
14/2/26	<p><u>POLICY REVIEWS</u></p> <p>Agreed that:</p> <ol style="list-style-type: none"> Teaching and Learning Monitoring Policy was approved Restrictive Intervention and Reasonable Force Policy was approved. 	
15/2/26	<p><u>EXTERNAL REVIEWS</u></p> <p>The following External Reviews were reported on (reports are confidential):</p> <ol style="list-style-type: none"> Health and Safety Paperwork Review Autumn Term Planning Meeting SEA (Senior Education Advisor) 	
16/2/26	<p><u>PERFORMANCE MANAGEMENT REVIEW OF THE HEADTEACHER</u></p> <p>The Chair confirmed that the process had been completed. The mid-year review would be arranged.</p>	
17/2/26	<p><u>RESOURCES COMMITTEE</u></p> <p>There was no update as the Committee wasn't due to meet until March.</p>	
18/2/26	<p><u>PARENT/COMMUNITY ENGAGEMENT</u></p> <p>The Chair provided an update:</p> <ul style="list-style-type: none"> • Discussions were underway about a Parkrun takeover in the Summer. 35-50 children regularly took part in the event. 	

No.	Item	Action/ Date
	<ul style="list-style-type: none"> • Remembrance Parade – increased attendance would be encouraged at the next event, Mrs Robson Beck was taking over responsibility for School involvement. • Involvement by School in the Crib Service and Light a Light events had been published in the Easingwold Advertiser. 	
19/2/26	<p><u>SUCCESSION PLANNING AND VACANCIES</u></p> <p>a) Governors agreed that the name of the Pupil Discipline Committee should be changed to Governing Board Discipline Committee – this was due to new terminology.</p> <p>b) The list of Link Governors would be reviewed in September.</p>	
20/2/26	<p><u>GOVERNOR TRAINING AND INDUCTION</u></p> <p>Governors had already discussed Cyber Security Training and had received training on LADO and Safer Recruitment during this meeting. Governors were encouraged to check the NYES and NGA Training offers and contact the Chair if they wished to attend any training sessions.</p>	
21/2/26	<p><u>HEADTEACHER WELLBEING</u></p> <p>The Head and Chair had discussed staff wellbeing and the Chair had attended a school trip where she had spoken to staff. The Chair checked in with the Head regularly.</p>	
22/2/26	<p><u>URGENT BUSINESS</u></p> <p>There was a confidential item of business.</p>	
23/2/26	<p><u>MEETING IMPACT</u></p> <p>Governors agreed that the meeting had impacted on the welfare and progress of the pupils in respect of:</p> <ul style="list-style-type: none"> • Safer Recruitment Training and LADO Training • Nursery Provision • Monitoring Visits arrangements • Attendance figures 	
24/2/26	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>FGB meetings</p> <p>Tuesday 17 March 2026 at 6pm (virtual) SFVS</p> <p>Tuesday 12 May 2026 at 6pm – Outturn and Start Budget</p> <p>Tuesday 14 July 2026 at 6pm</p> <p>Resources Committees (virtual meetings) (5)</p> <p>Monday 9 March 2026 at 5.30pm SFVS</p> <p>Tuesday 5 May 2026 at 5.30pm (Bank Holiday Monday on 4th) - Outturn and Start Budget</p> <p>Tue 30 June at 5.30pm</p>	

Meeting finished 7.55pm

ACTIONS from this meeting:

Reference	Action	Responsible	Date
1/2/26	RH to complete biographical information for website– all Governors to review	RH and all Governors	March 26
7/2/26	All Governors to complete Cyber Security training EF to complete Safer Recruitment Training	Remaining Governors EF	March 26
8/2/26	Standing item on each agenda – alternating between Governance Strategic Plan and SDP at each FGB	(Chair/Clerk)	ongoing
10/2/26	Chair to re-draft Monitoring Form – consult with BC and TP	Chair/BC/TP	March 26
10/2/26	Health and Safety Link Governor reports to Resources Committees.	Clerk/ RH	ongoing

Public Sections of the Headteacher’s Report:

	Impact and Required Actions:
Attendance and Punctuality:	
<p>Current whole school to 22.1.26</p> <p>Whole school attendance - 94.9% - national 94.78%</p> <p>Statutory attendance (over 5s) - 96.3%</p> <p>Authorised absence - 3.3% - national 3.36%</p> <p>Unauthorised -1.8% - national 2.24%</p> <p>Late - 0.91%</p> <p>Percentage of pupils persistently absent - 15.2% - national 19.47%</p> <p>New 25/26 DFE target for ECPS - 95.4%</p>	<p>A persistent absence tracker has been set up.</p> <p>We are ever so slightly above national and still making very small steps of progress.</p>
Health and Safety/Premises:	
Governors received a Paperwork Evaluation report	
Staffing:	
<p>There was an update on staff training.</p> <p>There is an advert out for a GTA - closing date 30.1.26.</p>	
SDP Progress/Updates:	

<p>School Development Plan could be accessed by Governors.</p> <p>Mrs Parratt and Lindsay Miller met with a senior advisor to carry out the Autumn Term Planning Meeting:</p> <p>Formal monitoring for the Autumn term has been completed by Miss Potter and Mrs Parratt. Only one revisit was required.</p> <p>Spring term pupil progress meetings will take place</p>	
---	--

Policies:	
------------------	--

<p>Please click here to see the for approval folder: There were two policies to consider.</p>	
---	--

Safeguarding	
---------------------	--

<p>Child Protection Plans - 8 Looked After Children - 2 Child in Need - 0 Open to Early Help - 8 Children and Families Assessment underway - 2 Ongoing Section 47 enquiries as a result of a strategy meeting - 0</p>	
--	--

Incidents Since Last Report:	
-------------------------------------	--

- Racist Incidents: 0
- Homophobic Incidents: 0
- Bullying Incidents: 1 under investigation
- Child on Child Abuse: 0
- Exclusions: 0
- Reportable near misses and accidents: 2 - all recorded and investigated - no further action
- Instances of RPI: 3
- Operation Encompass alerts: 1
- Veritau referral (GDPR): 0
- LADO referrals: 0

A Parratt (Headteacher)