



Tittensor CE First School

Learning and growing together as we follow Christ

Tittensor CE (VC) First School Full Governors' Board

Meeting of:	Tittensor CE (VC) First School Full Governors' Board		
Date and time:	Thursday 3 rd April 2025 at 4.00pm in school		
Present:	Mrs Sarah Woolley – SW (30/03/2025) - Chair Miss Gail Craig (Headteacher) – GC (Ex officio) Mr Shaun Allen – SA (13/02/2025) Rev John Beswick Pallister – JBP (Ex officio) Mrs Jemma Williams – JW (20/12/2027) Mrs Rosemary Edwards – RE (11/12/2028) Mrs Hannah Mosley - HM (Assistant Headteacher) (20/12/2027)		
Apologies:	Mrs Alison Bell – AB (30/04/2026) Mr Ed Hobson -EH (16/12/2028) Mr Simon Johnston- SJ (29/11/2025) Mrs Felicia Goodwin- FG (22/11/2025)		
Consent to absence:	Agreed		
Others in attendance:	Mr Brian Jones (Clerk)		
Quorum:	5	Quorum met:	Yes
Documents available for the meeting	<div> <div></div> <div>Action Plan PE 2024-2025.docx</div> </div> <div> <div></div> <div>Attendance Review Spring 2025.docx</div> </div> <div> <div></div> <div>Christian Distinctiveness Meeting March 2025.doc</div> </div> <div> <div></div> <div>Draft Tittensor Education minutes_3117_27_03_25.docx</div> </div> <div> <div></div> <div>FGB Spring 2025 Agenda.docx</div> </div> <div> <div></div> <div>Governors Report Spring 2025- SEND.docx</div> </div> <div> <div></div> <div>Headteacher Report Spring 25.doc</div> </div> <div> <div></div> <div>Model-Whole-School-Appraisal-Policy-Dec-2024-v.02-1.docx</div> </div> <div> <div></div> <div>Pupil Premium Statement 24-25.docx</div> </div> <div> <div></div> <div>SDP sep 2024.docx</div> </div> <div> <div></div> <div>Teaching and Learning Review Report-20-01-25.docx</div> </div> <div> <div></div> <div>Tittensor CE First School_Finance Comm Minutes_860_3117_20_03_2025.</div> </div> <div> <div></div> <div>Tittensor FGB minutes_3117_11_12_2024_Rev1.pdf</div> </div>		

No	Notes and actions							
1.	Welcome and opening prayer SW opened the meeting and welcomed governors. JBP said an opening prayer.							
2.	Attendance and apologies Apologies were tendered and accepted by AB, SJ, FG and EH.							
3.	Full Governing Board matters a) Confidentiality - Governors were reminded that all discussions and documents remain confidential until publication of the approved minutes. b) Register of interest – No new interests were added to the register. c) Declarations - No other interests related to this agenda were declared. c) Code of conduct - Governors were reminded to abide by the agreed code of conduct.							
4.	a) Approval of FGB minutes from 11th December 2024 and matters arising The minutes of the previous FGB meeting held on 11 th December 2024 were approved as a correct record of the proceedings. Resolved: The minutes, agenda and other papers can be made available for inspection.							
	b) Matters arising <table><tr><th>Summary of Action Points</th><th>Outcome</th></tr><tr><td>Reports iv) Nominated link governor reports. Action point: GC agreed to review link governor positions as new members have joined the board.</td><td>Pending</td></tr><tr><td>Headteacher’s report Action point: GC was asked to highlight the new actions on the School Development Plan for the future meetings. Action point: Governors were encouraged to read the next report and submit questions to GC in advance of the next Education and FGB meetings.</td><td>Complete</td></tr></table>		Summary of Action Points	Outcome	Reports iv) Nominated link governor reports. Action point: GC agreed to review link governor positions as new members have joined the board.	Pending	Headteacher’s report Action point: GC was asked to highlight the new actions on the School Development Plan for the future meetings. Action point: Governors were encouraged to read the next report and submit questions to GC in advance of the next Education and FGB meetings.	Complete
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5.	Reports a) Chair’s and vice chair’s actions The chair had dealt with a complaint which was now closed.							

b) Sub-Committee reports

i) Christian Distinctiveness meeting – The minutes of the meeting on 6th March 2025 had been circulated. The report dealt with:

- Action plan which included Global citizenship,
- Spirituality,
- Reaching out to the community,
- Celebrate links with St Luke's,
- Teaching of RE,
- Worship and Prayer Ambassadors.

Resolved: Governors accepted and adopted the Christian Distinctiveness report and approved the decisions made.

ii) Finance – The minutes of the Finance committee meeting on 20th March 2025 had been circulated to governors and dealt with:

- 2024-25 budget lines
- New budget 25/26
- Schools Financial Value Standards (SFVS)
- Scheme of delegation
- Financial audit
- Building projects
- Maternity cover.

Resolved: Governors accepted and adopted the Finance Committee report and approved the decisions made including submission of the SFVS and Scheme of delegation.

iii) Education – The minutes of the Education Committee meeting of 27th March 2025 had been circulated.

The meeting dealt with:

- School improvement plan
- Headteacher's report
- SIP learning review
- Quality of education.

Resolved: Governors accepted and adopted the Education Committee report and approved of the decisions made.

iv) Nominated link governor reports.

Governors thanked GC/AB for the comprehensive report on SEND and acknowledged the complaints, concerns, and developments.

6. Headteacher's report – Previously circulated.

	<p>The headteacher's report had been circulated and governors had been invited to submit questions. It dealt with:</p> <ul style="list-style-type: none"> • School context • Ofsted July 2023 • SEND – See comprehensive report in item 8 b iv. • Attendance – GC referred governors to the attendance review document with the meeting papers. She explained that the overall school attendance is ranked 70th out of 304 schools and this puts the school in the second to top percentile. She explained that small numbers at the school means that one pupil's absence counts for more than 1% and there is one pupil who requires lots of involvement to solve their attendance problem. • Use of Pupil Premium and Sports Premium – See statement on the web site. • Effectiveness of leadership and management • The quality of teaching, learning and assessment – See report in item 8. • Personal development, behaviour and welfare • Outcomes for children and learners including 2024 assessment results • Continuing Professional Development (CPD) • Ethos and vision. <p>GC was thanked for her report.</p>
7.	<p>Safeguarding updates</p> <p>GC confirmed that no safeguarding concerns had been reported. All staff training was up to date. The weekly briefing each Thursday has a safeguarding section. All staff are aware of updates on safeguarding from the LA.</p>
8.	<p>Teaching and Learning – see report</p> <p>Steve Martin, the School Improvement Partner (SIP) had spent a day in school reviewing phonics and general pedagogy. The report had a section on his observations and areas for development for each class. GC explained that he has been the SIP since she has been HT and so he has been able to see the progress that has been made.</p> <p><i>Governors acknowledged this but also asked if a fresh pair of eyes might be advantageous.</i> GC explained that the SIP visits a number of schools and sees a variety of practice, so she is confident that his judgement is accurate. Ofsted inspectors were a fresh pair of eyes.</p> <p><i>Governors asked how long the school had been using Little Wandle for phonics.</i> GC explained that the school changed from Letters and Sounds some 4 years ago and is using a DfE approved provider.</p>
9.	<p>Staffing and HR</p>

	<p>HM will commence maternity leave after summer half term. The school has covered the rest of the term and has advertised for a temporary teacher, and this has generated considerable interest.</p> <p>Governors were concerned about covering HM's leadership role and the possibility of GC being absent. HM replied that she has ten leadership days planned during her absence when she will continue with support and the development of coaching. GC added that Mrs Walker will step up if GC is absent.</p> <p>The office is being covered by Mrs Buxton and Mrs Findlay is doing an excellent job in the kitchen during the absence of Mrs Griffiths.</p> <p>Governors asked about seriousness of Mrs Griffiths injury and asked GC to ensure the wellbeing of Mrs Findlay. GC expected the injury to be short term, and Mrs Findlay is very happy.</p>
10	<p>Staff wellbeing</p> <p>GC explained that a new staff absence insurance is in place (Schools UK) which provides better wellbeing support for staff. Staff governors confirmed that GC has an open door and is accommodating if staff request family time.</p> <p>Governors asked about GC's wellbeing. GC confirmed that she is fine.</p> <p>Governors commented on the recent use of the Complaints Policy and asked if it could be strengthened to provide more support to the person named in a complaint.</p> <p>Action point: GC to check other policies to attempt to incorporate this provision.</p>
11	<p>Health and Safety</p> <p>The school was audited in March and the report is available to governors.</p> <p>The school was given a grade 4 which means it will not be audited routinely for another 4 years. The school is strong on Health & Safety.</p> <p>A number of action points were raised including rating some risk assessments, more documentation on playground accidents, doing a desktop exercise on the Business Continuity Plan and documenting utility isolation points.</p> <p>Governors asked about the lockdown procedure. GC assured them that it went well.</p>
12	<p>Policies</p>

	Resolved: Governor approved and adopted the Model Whole School Appraisal policy for use at Tittensor CofE First School.										
13	<p>AOB</p> <p>a) Additional governor for the Education Committee Action point: GC to email governors to ask for a volunteer.</p> <p>b) Lent Lunch – The prayer ambassadors were praised for their contribution.</p> <p>c) VE day anniversary – Y4 have produced a leaflet, and the school is hoping to involve veterans in some way. Action point: GC to send the leaflet to the church and RE to pursue available veterans. Christian Distinctiveness meeting to be rescheduled.</p> <p>d) Ofsted consultation – <i>Governors asked if the school had responded to the consultation document.</i> Action point: GC to transfer her notes onto the response form.</p>										
9	<p>Dates of future meetings</p> <table border="1"> <thead> <tr> <th>Committee</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Finance</td><td>Thursday 1st May 4pm</td></tr> <tr> <td>Christian Distinctiveness</td><td>Pending</td></tr> <tr> <td>Education</td><td>Thursday 26th June 4pm</td></tr> <tr> <td>Full Governing Body</td><td>Thursday 10th July 4pm</td></tr> </tbody> </table> <p>The meeting closed at 4.35pm.</p>	Committee	Date	Finance	Thursday 1 st May 4pm	Christian Distinctiveness	Pending	Education	Thursday 26 th June 4pm	Full Governing Body	Thursday 10 th July 4pm
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Signed – Chair _____ Date _____