



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 9 th July 2026 at 4.00pm in school		
Present:	Miss Gail Craig (Headteacher) – GC (Ex officio) Mrs Sarah Woolley – SW (12/12/2028) - Chair Mrs Rosemary Edwards – RE (11/12/2028) Rev John Beswick Pallister – JBP (Ex officio) Mrs Jemma Williams – JW (20/12/2027) Mrs Hannah Mosley - HM (Assistant Headteacher) (20/12/2027) Mrs Felicia Goodwin- FG (22/11/2029) Mr Simon Homer-SH (9/3/2030)		
Apologies:	Mr Ed Hobson -EH (16/12/2028)		
Consent to absence:	Agreed		
Absent:	Mr Simon Johnston SJ (29/11/2029)		
Others in attendance:	Mr Brian Jones (Clerk)		
Quorum:	5	Quorum met:	Yes
Documents available for the meeting	Action Plan PE 2025-2026 Completed Attendance Review Summer 2026 CD Action Plan 2025-26 Christian Distinctiveness Meeting May 2026 FGB Summer 2026 Agenda Headteacher Report Summer 26 June 26 Wellbeing survey Proposed dates for Governor committee meetings 2026-27 PSHE Policy - TFS Pupil Wellbeing Questionnaire June 26 Pupil_premium_strategy_statement_primary 2025-26 SDP sep 2025 Teaching and Learning Review Report_Tittensor First School_2.2.26 Teaching and Learning review_Tittensor First School_17-11-25 Tittensor CE First School_Finance Comm Minutes_860_3117_14_05_26 Tittensor Education minutes_3117_02_07_2026 (002) Tittensor FGB minutes_3117_26_03_26 Tittensor SEND Governor Report Summer 26 TSM Tittensor First School June 2026_ review with LA		

No	Notes and actions										
1.	Welcome and opening prayer SW chaired the meeting and welcomed governors and JBP opened with a prayer.										
2.	Attendance and apologies Apologies have been made by EH and SJ. These were accepted.										
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. d) Code of conduct - Governors were reminded to abide by the agreed code of conduct.										
4.	a) Approval of FGB minutes from 26th March 2026 and matters arising The minutes of the previous FGB meeting held on Thursday 26 th March 2026 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 border="1"> <thead> <tr> <th></th><th>Summary of Action Points</th><th>Outcome</th></tr> </thead> <tbody> <tr> <td>11</td><td> KET update Action point: GC to press the KET for anticipated costs and savings from joining the KET MAT. </td><td>Jenny Jones, Trust Chief Financial Officer, is new in post and has given little information, but will be asked again.</td></tr> <tr> <td>12</td><td> AOB Action point: SW will consider finding a university student who might support the marketing through their project. </td><td>SW explained that Wednesday afternoons are available for organisations to explain their requirements to students.</td></tr> </tbody> </table>			Summary of Action Points	Outcome	11	KET update Action point: GC to press the KET for anticipated costs and savings from joining the KET MAT.	Jenny Jones, Trust Chief Financial Officer, is new in post and has given little information, but will be asked again.	12	AOB Action point: SW will consider finding a university student who might support the marketing through their project.	SW explained that Wednesday afternoons are available for organisations to explain their requirements to students.
	Summary of Action Points	Outcome									
11	KET update Action point: GC to press the KET for anticipated costs and savings from joining the KET MAT.	Jenny Jones, Trust Chief Financial Officer, is new in post and has given little information, but will be asked again.									
12	AOB Action point: SW will consider finding a university student who might support the marketing through their project.	SW explained that Wednesday afternoons are available for organisations to explain their requirements to students.									
5.	Reports a) Chair's and vice chair's actions No actions were reported. b) Sub-Committee reports i) Christian Distinctiveness – The minutes of the May meeting together with the Christian Distinctiveness Improvement Plan were with the papers for this meeting. Resolved: Governors accepted the reports.										

ii) Finance – The minutes of the Finance committee meeting of 14th May 2026 were available to governors and dealt with:

- Approval of the 2026/27 Budget
- Before and after school charges
- Dinner money.

Resolved: The FGB accepted, approved, and adopted the budget for 2026/27 and thanked GC for her work in managing the budget so well.

Resolved: The FGB approved the changes in charges for before and after school and dinner money.

iii) Education – The minutes of the Education Committee meeting of 2nd July 2026 were available to governors and dealt with:

- School improvement plan – actions taken so far
- HT report – on this agenda
- Staffing
- Wellbeing – on this agenda
- Quality of education

Resolved: Governors accepted and approved the minutes of the Education Committee.

iv) Nominated link governor reports

GC explained that she is redrafting link governor roles and these will be sent to governors. The staff meeting on Monday 2nd November 2026 would be a good time for governors to visit the school and meet with the subject leads.

Action point: GC to send link roles to governors.

6. Headteacher's report – Previously circulated.

The headteacher's report had been circulated, and governors had been invited to submit questions. It dealt with:

- School context
- Ofsted findings in July 2023 and improvements made to date
- SEND
- Attendance
- Use of Pupil Premium and Sports Premium
- Effectiveness of leadership and management
- The quality of teaching, learning, and assessment
- Personal development, behaviour, and welfare
- Outcomes for children and learners
- Continuing Professional Development (CPD)
- Ethos and Vision

Governors commended the school on excellent attendance and were pleased that this had been recognized by the LA.

	Governors were concerned about the withdrawal of the earmarked Sports Premium at the end of the Autumn term and asked about its effect. GC explained that it will significantly affect the school, because the money has always been spent in the way it was intended. However, as a result, staff are now better skilled in teaching sport. The school will see through its contract with Bee Active and intend to maintain a pop-up pool in the summer term. Forest Schools will be maintained, and GC will ensure the best provision is maintained within the budget. Governors were concerned about the high number of exclusions. GC explained that this is because one child with complex needs has been excluded several times. The child is now transitioning to a place in special education. GC was thanked for her comprehensive report.
7.	Safeguarding updates Governors had a demonstration of the way My Concern is being used. Every member of staff can log on and report a concern and any actions taken. GC and HM analyse the concerns and decide whether they must be taken further. Governors asked what information staff could see on My Concern. Staff can only see what they have put on the system. Governors asked how concerns about a member of staff are handled. GC explained that concerns about staff are made in the same way using My Concern. Governors asked about the cost. GC stated it is £500 per year, but well worth it because concerns don't get lost or overlooked and it keeps a record. BJ reminded governors that the revised edition of Keeping Children Safe in Education (KCSiE) has been published for use from September 1st 2026.
8.	Staff well-being Governors had read the Wellbeing survey and the Pupil Wellbeing Questionnaire. GC explained that all staff know each other personally, they meet in the staffroom, wellbeing resources are always available, and GC has an open-door policy that staff can use. Governors asked about the wellbeing of the temporary teacher. GC explained that she has fitted in well and says she loves teaching here. Governors were shown a very complimentary note from a TA.
9.	Health and Safety GC reported that despite winning a bid for the early years' playground refurbishment, bats have been found in the canopy and work has been halted until the results of three dusk surveys have been obtained.

	New bids have been submitted for early years toilet refurbishment, replacement glass in some windows and upgrade of the perimeter fencing. The result of the bids will be known in December 2026.
10	Ratify policies Governors had read the following policies: 1. PSHE Policy 2. Allergy Policy HM explained that there is a new statutory framework for PSHE from September. She has rewritten the scheme to follow a spiral curriculum and cover all the required aspects. Schools have some discretion over issues such as sex education and must ensure it is relevant to the children in the school. As a result, some adaptations have been made to the Y4 content. <i>Governors asked about how the scheme deals with different family types, because the church is quite divided on this and traditional types are strongly supported.</i> HM explained that there is little to do with marriage, the content has more to do with relationships within the family. <i>Governors asked about consultation with the middle schools to ensure all the content is covered.</i> HM explained that all tiers of education have been involved. <i>Governors asked about how the issue of parental responsibility over allergens is tackled.</i> The school identifies and meets every need the child has when they first come to school and class DOJO can be used as a reminder. Briefings in school remind everyone of who has an allergy and what it is. The kitchen staff go out of their way to accommodate children with allergies. <i>Governors asked if the school had been successful in purchasing EpiPens.</i> GC explained that have four at a cost of £500 and the pens expire after 12 months. All policies are reviewed annually. Resolved: Governors accepted and approved the above policies for use by the school.
11	KET update GC continues to attend KET SLT meetings and finds that collaboration is increasingly beneficial regardless of any future decision about joining. Chris Wright, the CEO, is retiring in August and recruitment of a new CEO has taken place with Katie Smith, currently headteacher of St Edward's Middle School in Leek being seconded to the role for 2 days per week. Springfield First School, Yarnfield is joining. GC has been presented with a document to formalize the partnership, but governors instructed GC to refrain from signing it until the governors had discussed the pros and cons more extensively and had a possible road map of the joining process. GC emphasized that decisions must be based on bringing about an improvement to the education of the children of Tittensor.

12	AOB GC reported positive feedback from two parents on the support given and progress made by their children who have special needs.																														
13	Future Dates for 2026/27 <table border="1"> <thead> <tr> <th>Committee</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Christian Distinctiveness</td><td>Thursday 22nd October 2pm</td></tr> <tr> <td>Finance</td><td>Thursday 1st October 4pm</td></tr> <tr> <td>Education</td><td>Thursday 26th November 4pm</td></tr> <tr> <td>Full Governing Body</td><td>Thursday 10th December 4pm</td></tr> <tr> <td></td><td></td></tr> <tr> <td>Christian Distinctiveness</td><td>Thursday 11th February 2pm</td></tr> <tr> <td>Finance</td><td>Thursday 11th March 4pm</td></tr> <tr> <td>Education</td><td>Thursday 18th March 4pm</td></tr> <tr> <td>Full Governing Body</td><td>Thursday 25th March 4pm</td></tr> <tr> <td></td><td></td></tr> <tr> <td>Christian Distinctiveness</td><td>Thursday 22nd April 2pm</td></tr> <tr> <td>Finance</td><td>Thursday 13th May 4pm</td></tr> <tr> <td>Education</td><td>Thursday 1st July 4pm</td></tr> <tr> <td>Full Governing Body</td><td>Thursday 15th July 4pm</td></tr> </tbody> </table> Governors asked if the school could avoid meetings in the last week of term. GC explained that they are late so that data can be current to give governors an up-to-date summary of the school. The meeting finished at 4.56pm.	Committee	Date	Christian Distinctiveness	Thursday 22 nd October 2pm	Finance	Thursday 1 st October 4pm	Education	Thursday 26 th November 4pm	Full Governing Body	Thursday 10 th December 4pm			Christian Distinctiveness	Thursday 11 th February 2pm	Finance	Thursday 11 th March 4pm	Education	Thursday 18 th March 4pm	Full Governing Body	Thursday 25 th March 4pm			Christian Distinctiveness	Thursday 22 nd April 2pm	Finance	Thursday 13 th May 4pm	Education	Thursday 1 st July 4pm	Full Governing Body	Thursday 15 th July 4pm
Committee	Date																														
Christian Distinctiveness	Thursday 22 nd October 2pm																														
Finance	Thursday 1 st October 4pm																														
Education	Thursday 26 th November 4pm																														
Full Governing Body	Thursday 10 th December 4pm																														
Christian Distinctiveness	Thursday 11 th February 2pm																														
Finance	Thursday 11 th March 4pm																														
Education	Thursday 18 th March 4pm																														
Full Governing Body	Thursday 25 th March 4pm																														
Christian Distinctiveness	Thursday 22 nd April 2pm																														
Finance	Thursday 13 th May 4pm																														
Education	Thursday 1 st July 4pm																														
Full Governing Body	Thursday 15 th July 4pm																														
	Summary of Action Points																														
5	iv) Nominated link governor reports Action point: GC to send link roles to governors.																														

Signed – Chair _____ Date _____