



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 10 th July 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) Mr Simon Johnston- SJ (29/11/2025) Mrs Felicia Goodwin- FG (22/11/2025) Mrs Rosemary Edwards – RE (11/12/2028)		
Apologies:	Mrs Alison Bell – AB (30/04/2026) Mr Ed Hobson -EH (16/12/2028) Rev John Beswick Pallister – JBP (Ex officio) Mrs Jemma Williams – JW (20/12/2027) Mrs Hannah Mosley - HM (Assistant Headteacher) (20/12/2027)		
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 Summer 2025.docx</div> </div> <div> <div></div> <div>Attendance Review Summer 2025[1].docx</div> </div> <div> <div></div> <div>Christian Distinctiveness Meeting June 2025.doc</div> </div> <div> <div></div> <div>Dates for Governor committee meetings 2023.docx</div> </div> <div> <div></div> <div>Draft Tittensor Education minutes_3117_26_06_25rev1.docx</div> </div> <div> <div></div> <div>FGB Summer 2025 Agenda.docx</div> </div> <div> <div></div> <div>Governors Report Summer 2025- SEND.docx</div> </div> <div> <div></div> <div>Governors Report Summer 2025- SEND[1].docx</div> </div> <div> <div></div> <div>Headteacher Report Summer 25.doc</div> </div> <div> <div></div> <div>June 2025 Wellbeing survey.docx</div> </div> <div> <div></div> <div>Pupil Premium Statement 24-25.docx</div> </div> <div> <div></div> <div>pupil wellbeing May 2025.docx</div> </div> <div> <div></div> <div>SDP sep 2024.docx</div> </div> <div> <div></div> <div>Tittensor CE First School_Finance Comm Minutes_860_3117_20_03_2025.pdf</div> </div> <div> <div></div> <div>Tittensor FGB minutes_3117_03_04_2025.pdf</div> </div>		

No	Notes and actions							
1.	Welcome and opening prayer SW opened the meeting and welcomed governors and said an opening prayer.							
2.	Attendance and apologies Apologies were tendered and accepted from AB, JW, HM, JBP 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. d) Code of conduct - Governors were reminded to abide by the agreed code of conduct. e) Membership i) Terms of office – SA's term of office as staff governor has expired. GC will arrange a new election. SJ and FG complete their terms of office in November 2025. Resolved: Governors unanimously agreed to co-opt SJ for a further 4 year term and to co-opt FG for a 4 year term as she will no longer have children in the school. Action point: GC to arrange a parent governor election for September. ii) Election of chair and vice chair Resolved: Governors unanimously agreed to SW continuing as chair and SJ continuing as vice-chair for 25/26 in the absence of any other nominations,							
4.	a) Approval of FGB minutes from 3rd April 2025 and matters arising The minutes of the previous FGB meeting held on 3 rd April 2025 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>10</td><td> Staff wellbeing <i>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.</i> Action point: GC to check other policies to attempt to incorporate this provision. </td><td>Complete</td></tr> </tbody> </table>			Summary of Action Points	Outcome	10	Staff wellbeing <i>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.</i> Action point: GC to check other policies to attempt to incorporate this provision.	Complete
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	13	<p>AOB</p> <p>c) VE day anniversary – Y4 have produced a leaflet, and the school is hoping to involve veterans in some way.</p> <p>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 – Governors asked if the school had responded to the consultation document. Action point: GC to transfer her notes onto the response form.</p>	Complete
5.	<p>Reports</p> <p>a) Chair's and vice chair's actions No actions were reported.</p> <p>b) Sub-Committee reports</p> <p>i) Christian Distinctiveness meeting – The minutes of the meeting on 19th June 2025 had been circulated. The report dealt with:</p> <ul style="list-style-type: none"> • 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 • CD Advisor • RE <p>Actions from the meeting are in hand.</p> <p>Resolved: Governors accepted and adopted the Christian Distinctiveness report and approved the decisions made.</p> <p>ii) Finance – The minutes of the Finance committee meeting on 20th March 2025 were available to governors and dealt with:</p> <ul style="list-style-type: none"> • 2024-25 budget lines - Governors had commended GC on the way the budget was managed and asked the reasons for the surplus. • New budget 25/26 – Governors had clarified funding of pay awards, asked for promotion of the nursery and were concerned about low number affecting its viability, clarified staffing of catering and asked about future income trends and use of deprivation and support funding. 		

- Maternity cover and staffing – **Governors had thanked HM for the advance preparation she had done and asked how her additional responsibilities would be covered.**

Resolved: Governors confirmed their approval of the budget for 2025/26 as recommended by the Finance committee.

iii) Education – The minutes of the Education Committee meeting of 26th June 2025 had been circulated.

The meeting dealt with:

- School improvement plan – **Governors had asked about feedback from the Safeguarding audit and commended the school on the way it had incorporated careers and the professional development of staff.**
- Staffing – **Governors had asked about numbers for nursery and reception for September 2025.**
- Headteacher's report – **Governors had noted the improved attendance, asked about the revision of the Pupil Premium statement and advised about reducing costs of using the pool in future.**
- Wellbeing – **Governors had complimented the school on its wellbeing strategy.**
- 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.

GC explained that staff have been asked to make contact with their link governor. Link governors will be invited to the November staff meeting to discuss each subject with the subject leaders. GC has a template for use by link governors to record their observations and discussions which will then be available to all 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 July 2023 – The actions are fully embedded. **Governors asked if there had been any formal evaluation.** GC stated that an evaluation by the SIP will occur in the Autumn term.
- SEND – See comprehensive report in item 5 b iv.
- Attendance

	<ul style="list-style-type: none"> • Use of Pupil Premium and Sports Premium – See statement with this agenda. • Effectiveness of leadership and management – GC drew attention to the staffing and explained that nursery numbers are low because parents are choosing to keep their children in private nurseries as the children can attend over the holidays. • The quality of teaching, learning and assessment – GC referred governors to the data for EYFS, Phonics and Multiplication. • Personal development, behaviour and welfare • Outcomes for children and learners including 2025 assessment results • Continuing Professional Development (CPD) • Ethos and vision. <p>Governors asked about the Stone heads group. GC explained that Mrs Thorn, principal of Christ Church Academy does the agenda, and it meets regularly, and the discussion is now more focused. GC outlined changes in leadership in some of the first schools.</p> <p>Governors suggested that governors should discuss the future of Tittensor First School in the near future.</p> <p>GC was thanked for her report.</p>
7.	<p>Staffing and HR</p> <p>Covered in the HT report.</p>
8.	<p>Safeguarding updates</p> <p>GC will produce all the updates for governors for the start of the Autumn term.</p>
9.	<p>Staff wellbeing</p> <p>SA explained that regular updates are given to staff in staff briefings. Resources to support wellbeing are signposted and GC deals sympathetically with wellbeing requests from staff. GC explained that staff work very hard, so the teaching and learning is excellent, so her consideration of wellbeing is a way of giving a little back to staff. Through the sickness insurance there is a wellbeing portal which is used by staff.</p> <p>Governors commented that the report on children's wellbeing was brilliant. GC explained that Miss Keeling works well with those children who need a little extra support.</p>
10	<p>Health and Safety</p> <p>Governors had seen the Audit and GC has completed the action plan. GC and SW will revise the Business Continuity Plan in the Autumn term.</p>

	Governors asked if the audit covers cyber security. GC explained that it does, and staff will have cyber security training in the Autumn term.																														
11	Committee memberships for September Finance – SW, GC, SJ, AB, JW. Education – SW, GC, SA, EH, HM, JW, RE Christian Distinctiveness – GC, EH, RE, JBP, FG.																														
12	Dates for 2025/26 <table border="1"> <thead> <tr> <th>Committee</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Christian Distinctiveness</td><td>Thursday 16th October 2pm</td></tr> <tr> <td>Finance</td><td>Thursday 6th November 4pm</td></tr> <tr> <td>Education</td><td>Thursday 27th November 4pm</td></tr> <tr> <td>Full Governing Body</td><td>Thursday 11th December 4pm</td></tr> <tr> <td></td><td></td></tr> <tr> <td>Christian Distinctiveness</td><td>Thursday 12th February 2pm</td></tr> <tr> <td>Finance</td><td>Thursday 26th February 4pm</td></tr> <tr> <td>Education</td><td>Thursday 19th March 4pm</td></tr> <tr> <td>Full Governing Body</td><td>Thursday 26th March 4pm</td></tr> <tr> <td></td><td></td></tr> <tr> <td>Christian Distinctiveness</td><td>Thursday 16th April 2pm</td></tr> <tr> <td>Finance</td><td>Thursday 14th May 4pm</td></tr> <tr> <td>Education</td><td>Thursday 2nd July 4pm</td></tr> <tr> <td>Full Governing Body</td><td>Thursday 9th July 4pm</td></tr> </tbody> </table> <p>Staff Subject Leader Staff Meeting for Governors – Monday 3rd November 3.30pm</p>	Committee	Date	Christian Distinctiveness	Thursday 16 th October 2pm	Finance	Thursday 6 th November 4pm	Education	Thursday 27 th November 4pm	Full Governing Body	Thursday 11 th December 4pm			Christian Distinctiveness	Thursday 12 th February 2pm	Finance	Thursday 26 th February 4pm	Education	Thursday 19 th March 4pm	Full Governing Body	Thursday 26 th March 4pm			Christian Distinctiveness	Thursday 16 th April 2pm	Finance	Thursday 14 th May 4pm	Education	Thursday 2 nd July 4pm	Full Governing Body	Thursday 9 th July 4pm
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13	AOB Hire and Letting promise ratified by governors.																														

	<p>GC agreed to share meeting documents on the screen in future.</p> <p><i>Governors thanked GC for her enthusiasm and hard work during the year and asked that their thanks be passed on to the staff.</i></p> <p>The meeting closed at 5.00pm.</p>
	Summary of Action Points
3	<p>Full Governing Board matters</p> <p>Action point: GC to arrange a parent governor election for December.</p>

Signed – Chair _____ **Date** _____