



# 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 11 <sup>th</sup> December 2025 at 4.00pm in school		
Present:	Miss Gail Craig (Headteacher) – GC (Ex officio) Mrs Rosemary Edwards – RE (11/12/2028) Mr Ed Hobson -EH (16/12/2028) Rev John Beswick Pallister – JBP (Ex officio) Mrs Jemma Williams – JW (20/12/2027)		
Apologies:	Mrs Hannah Mosley - HM (Assistant Headteacher) (20/12/2027) Mrs Sarah Woolley – SW (12/12/2028) - Chair Mr Simon Johnston- SJ (29/11/2029) Mrs Felicia Goodwin- FG (22/11/2029)		
Consent to absence:	Agreed		
Others in attendance:	Mr Brian Jones (Clerk)		
Quorum:	5	Quorum met:	Yes
Documents available for the meeting	<a href="#"> Action Plan PE 2025-2026</a> <a href="#"> Attendance Review Autumn 2025</a> <a href="#"> CD Action Plan 2025-26</a> <a href="#"> Charging and Remission Policy</a> <a href="#"> Christian Distinctiveness Meeting October 2025</a> <a href="#"> FGB Autumn 2025 Agenda</a> <a href="#"> Governors Report Autumn 2025- SEND</a> <a href="#"> Headteacher Report Autumn 25</a> <a href="#"> MH action plan 2025-26</a> <a href="#"> Pupil_premium_strategy_statement_primary 2025-26</a> <a href="#"> Safeguarding Policy 2025</a> <a href="#"> SDP sep 2025</a> <a href="#"> Teaching and Learning review_Tittensor First School_17-11-25</a> <a href="#"> Tittensor CE First School_Finance Comm Minutes_860_3117_17_11_2025_</a> <a href="#"> Tittensor FGB minutes_3117_10_07_2025</a> <a href="#"> Update Lettings Policy 2025</a> <a href="#"> Whole School Pay Policy 2025 v0.4 (002)</a>		

No	Notes and actions							
1.	<b>Welcome and opening prayer</b>							
	EH chaired the meeting and welcomed governors and JBP opened with a prayer.							
2.	<b>Attendance and apologies</b>							
	Apologies were tendered and accepted from SW, SJ, FG and HM.							
3.	<b>Full Governing Board matters</b>							
	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.	<b>a) Approval of FGB minutes from 10<sup>th</sup> July 2025 and matters arising</b>							
	The minutes of the previous FGB meeting held on 10 <sup>th</sup> July 2025 were approved as a correct record of the proceedings. <b>Resolved:</b> The minutes, agenda and other papers can be made available for inspection.							
	<b>b) Matters arising</b>							
	<table border="1"> <thead> <tr> <th></th><th>Summary of Action Points</th><th>Outcome</th></tr> </thead> <tbody> <tr> <td>3</td><td> <b>Full Governing Board matters</b>   <b>Action point:</b> GC to arrange a parent governor election for December. </td><td>In hand in the Spring 2026</td></tr> </tbody> </table>		Summary of Action Points	Outcome	3	<b>Full Governing Board matters</b>  <b>Action point:</b> GC to arrange a parent governor election for December.	In hand in the Spring 2026	
	Summary of Action Points	Outcome						
3	<b>Full Governing Board matters</b>  <b>Action point:</b> GC to arrange a parent governor election for December.	In hand in the Spring 2026						
5.	<b>Reports</b>							
	a) Chair's and vice chair's actions No actions were reported.							
	b) Sub-Committee reports							
	i) Christian Distinctiveness meeting – The minutes of the meeting on 16 <sup>th</sup> October 2025 had been circulated. The report dealt with: <ul style="list-style-type: none"> <li>Action plan:</li> <li>To further develop our Christian character</li> <li>To offer a range of experiences that enhance the spiritual development of the school</li> <li>Teaching of RE</li> <li>AOB – Church visits.</li> </ul>							

**Governors passed on the thanks of the PCC whose members enjoyed watching children in assembly.**

**Governors discussed the issue of parental consent for children taking part in public performances.**

**Action point:** GC to add this to the consents obtained from parents at the start of each year.

**Governors asked if the L3go Church was being repeated.** This will take place in the Spring term.

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

ii) Finance – The minutes of the Finance committee meeting on 17<sup>th</sup> November 2025 were available to governors and dealt with:

- 25/26 budget update – a potential carry forward of £25k.
- Teacher performance management – approval of pay progressions
- Maternity cover – GC explained her plan of action to cover the impending maternity leave.
- Buildings – car park surface and bid for early years playground.

**Governors discussed the 12% pay increase for staff running wraparound care and were mindful of the time for which staff are paid and the number of children taking up the full-time allocation.**

**Action point:** GC to plan in annual increases in the wraparound care charges rather than less frequent, larger increases.

**Resolved:** Governors confirmed their approval of the minutes and confirmed the school's acceptance of teachers' pay progression as recommended by the Finance committee.

School fund audit – **Governors asked about the Elim donation.** GC explained that this is not restricted, last year it was spent on purchase of musical instruments.

**Resolved:** Governors accepted and approved the audit of the school fund July 2025.

iii) Education – The meeting was cancelled and documents were considered in this meeting.

iv) Nominated link governor reports – No reports were presented.

**Governors discussed opportunities to visit the school whilst children were in class.**

**Action point:** GC will ask staff to suggest a date for 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. GC explained that Steve Martin, the School Improvement Partner (SIP) was impressed with the way the school has developed and how far it has improved.
- SEND
- Attendance
- Use of Pupil Premium and Sports Premium – A summary of each is on the school website. PP money is used so there is no cost barrier to any children for out of school activities.
- Effectiveness of leadership and management
- The quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for children and learners including a three-year summary of assessment results
- Continuing Professional Development (CPD)
- Ethos and vision.

**Governors asked about numbers for September 2026.** GC explained that nursery numbers will increase because of the amount of parental interest, eight children have applied for reception so far, but GC is showing many people around, applications do not close until mid-January and Prime does not show out of county applications. Numbers are good throughout the rest of the school.

**Governors were concerned about exclusions.** GC explained that she uses the portal but cannot give full details to avoid prejudicing against any possible exclusion panel.

**Governors asked if staff had received restraint training.** GC explained that the unacceptable behaviour has not been shown in the classroom.

**Governors asked if the children who didn't pass the phonics test in Y1 will pass in Y2.** GC explained that these children have additional needs and all necessary support is being provided.

**Governors asked about the SIP comment on achieving consistency of independent approach.** GC explained that the SIP did not see all of the lesson where this was achieved.

GC was thanked for her report.

## 7. Safeguarding updates

GC reminded governors that SW is the safeguarding governor. There have been four low level concerns that were not escalated.

	<p><b>Governors asked how often DBS checks were renewed.</b> GC explained that she is working on a cycle and dealing with the oldest ones first.</p>						
8.	<p><b>Staff well-being</b></p> <p>Governors had read the Mental Health and Well Being action plan. GC explained that the staff have developed into a very consistent team and they are always positive and happy and supportive of each other.</p> <p><b>Governors were concerned about the well being of GC.</b> GC assured them that she is fine and has regular contact with the chair and senior member of staff..</p>						
9.	<p><b>Health and Safety</b></p> <p>GC had previously reported on the resurfacing of the visitors' car park and the bid for the early years' playground.</p> <p><b>Governors suggested that the school should consider a lottery fund bid for the playground as it was a community use area.</b></p> <p><b>Action point:</b> GC to investigate submitting a bid.</p>						
10	<p><b>Ratify policies</b></p> <p>Governors had read the following policies: Charging and Remission Policy Safeguarding Policy Lettings Policy Whole School Pay Policy.</p> <p><b>Resolved:</b> Governors accepted and approved the above policies for use by the school.</p>						
11	<p><b>AOB</b></p> <p>GC has attended a KET SLT meeting and found it positive.</p>						
12	<p><b>Dates for 2025/26</b></p> <table border="1"> <thead> <tr> <th>Committee</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Christian Distinctiveness</td><td>Thursday 12<sup>th</sup> February 2pm</td></tr> <tr> <td>Finance</td><td>Thursday 26<sup>th</sup> February 4pm</td></tr> </tbody> </table>	Committee	Date	Christian Distinctiveness	Thursday 12 <sup>th</sup> February 2pm	Finance	Thursday 26 <sup>th</sup> February 4pm
Committee	Date						
Christian Distinctiveness	Thursday 12 <sup>th</sup> February 2pm						
Finance	Thursday 26 <sup>th</sup> February 4pm						

	Education	Thursday 19 <sup>th</sup> March 4pm
	Full Governing Body	Thursday 26 <sup>th</sup> March 4pm
	Christian Distinctiveness	Thursday 16 <sup>th</sup> April 2pm
	Finance	Thursday 14 <sup>th</sup> May 4pm
	Education	Thursday 2 <sup>nd</sup> July 4pm
	Full Governing Body	Thursday 9 <sup>th</sup> July 4pm
	The meeting finished at 5.00pm.	
	<b>Summary of Action Points</b>	
5	<b>Reports</b> <i>Governors discussed the issue of parental consent for children taking part in public performances.</i>  <b>Action point:</b> GC to add this to the consents obtained from parents at the start of each year.  <i>Governors discussed the 12% pay increase for staff running wraparound care and were mindful of the time for which staff are paid and the number of children taking up the full-time allocation.</i>  <b>Action point:</b> GC to plan in annual increases in the wraparound care charges rather than less frequent, larger increases.  <i>Governors discussed opportunities to visit the school whilst children were in class.</i> <b>Action point:</b> GC will ask staff to suggest a date for governors.	
9	<b>Health and Safety</b> <i>Governors suggested that the school should consider a lottery fund bid for the playground as it was a community use area.</i>  <b>Action point:</b> GC to investigate submitting a bid.	

**Signed** – Chair \_\_\_\_\_ Date \_\_\_\_\_