



# Tittensor CE First School

***Learning and growing together as we follow Christ***  
**Tittensor CE (VC) First School Full Governors' Board**

|                                     |   |             |     |
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| Meeting of:                         | Tittensor CE (VC) First School Full Governors' Board  |             |     |
| Date and time:                      | Thursday 26 <sup>th</sup> March 2026 at 4.00pm in school  |             |     |
| Present:                            | Miss Gail Craig (Headteacher) – GC (Ex officio)<br>Mrs Sarah Woolley – SW (12/12/2028) - Chair<br>Mrs Rosemary Edwards – RE (11/12/2028)<br>Mr Ed Hobson -EH (16/12/2028)<br>Rev John Beswick Pallister – JBP (Ex officio)<br>Mrs Jemma Williams – JW (20/12/2027)<br>Mrs Hannah Mosley - HM (Assistant Headteacher) (20/12/2027)<br>Mr Simon Johnston- SJ (29/11/2029)<br>Mrs Felicia Goodwin- FG (22/11/2029)<br>Mr Simon Homer-SH (9/3/2030)   |             |     |
| Apologies:                          | None  |             |     |
| Consent to absence:                 | N/A   |             |     |
| Others in attendance:               | Mr Brian Jones (Clerk)  |             |     |
| Quorum:                             | 5   | Quorum met: | Yes |
| Documents available for the meeting | <ul style="list-style-type: none"> <li> Action Plan PE 2025-2026</li> <li> Attendance Review Spring 2026</li> <li> Behaviour and welfare survey</li> <li> CD Action Plan 2025-26</li> <li> Christian Distinctiveness Meeting October 2025</li> <li> Dec 2025 Wellbeing survey</li> <li> FGB Spring 2026 Agenda</li> <li> Governors Report Spring 2026- SEND</li> <li> Headteacher Report Spring 26</li> <li> On line Safety Policy Jan 26</li> <li> Pupil_premium_strategy_statement_primary 2025-26</li> <li> SDP sep 2025</li> <li> Spring 2026 FGB questions for meeting</li> <li> Teaching and Learning Policy New Feb 26</li> <li> Teaching and Learning Review Report_Tittensor First School_2.2.26</li> <li> Tittensor CE First School_Finance Comm Minutes_860_3117_25_03_26_Rev</li> <li> Tittensor FGB minutes_3117_11_12_2025</li> </ul> |             |     |

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| No | Notes and actions  |
| 1. | <p><b>Welcome and opening prayer</b></p> <p>SW chaired the meeting and welcomed governors and JBP opened with a prayer. SH was introduced to those he had not met.</p>   |
| 2. | <p><b>Attendance and apologies</b></p> <p>No apologies, everyone was present.</p>  |
| 3. | <p><b>Full Governing Board matters</b></p> <p>a) Confidentiality - Governors were reminded that all discussions and documents remain confidential until publication of the approved minutes.<br/> b) Register of interest – No new interests were added to the register.<br/> c) Declarations - No other interests related to this agenda were declared.<br/> d) Code of conduct - Governors were reminded to abide by the agreed code of conduct.</p>   |
| 4. | <p><b>a) Approval of FGB minutes from 11<sup>th</sup> December 2025 and matters arising</b></p> <p>The minutes of the previous FGB meeting held on 11<sup>th</sup> December 2025 were approved as a correct record of the proceedings.<br/> <b>Resolved:</b> The minutes, agenda and other papers can be made available for inspection.</p>  |
|    | <p><b>b) Matters arising</b></p> <p>Actions are complete:<br/> Wraparound care charge being considered by Finance.<br/> Lottery bid not successful, Kellog’s bid for breakfast club not successful as school has insufficient deprivation.</p>   |
| 5. | <p><b>Reports</b></p> <p>a) Chair’s and vice chair’s actions<br/> No actions were reported.</p> <p>b) Sub-Committee reports</p> <p>i) Christian Distinctiveness – The report of the October 2025 meeting had been discussed in December. Governors noted the progress on the action plan.</p> <p>ii) Finance – The minutes of the Finance committee meeting of 25<sup>th</sup> March 2026 were available to governors and dealt with:</p> <ul style="list-style-type: none"> <li>• 25/26 budget update – a potential carry forward of £64,000</li> <li>• 26/27 budget allocation - £536,000, an increase of £30,000</li> <li>• SFVS and scheme of delegation</li> <li>• Debt write off</li> <li>• Buildings – car park surface and bid for early years playground</li> <li>• Staffing</li> </ul> |

**Resolved:** The FGB accepted, approved, and adopted the SFVS and scheme of delegation for 2026/27.

**Resolved:** The FGB approved the debt write off of £2.40.

iii) Education – The minutes of the Education Committee meeting of 19<sup>th</sup> March 2026 were available to governors and dealt with:

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

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

**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
- 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.

GC emphasized the following:

**Attendance**

- Attendance is generally strong.
- Some persistent absence due to:
  - A small number of complex cases.
  - One SEND child with significant needs on a part-time timetable.
  - Some illness and holiday-related absence.
- Comparable or better than national benchmarks for first schools.

**SEND**

- Progress tracked termly with teacher assessments and standardised scores.
- SEND numbers have increased due to:
  - 7 SEND children joining in September.
  - Better early identification following staff CPD.
- New SENCO joining for ½ day a week initially, with flexibility for increased hours.

**Behaviour & Exclusions**

- One child with complex needs is the primary concern.
- Significant improvement shown; aggression has reduced to zero.
- Exclusion risk now much lower due to:

- Part-time timetable
- Multi-agency work
- Improved integration and outdoor play.

### **Pupil Premium (PP)**

- PP attendance slightly lower, but data skewed by one PP child with part-time timetable.
- All other PP children have attendance above whole-school levels.

### **School Priorities**

- School Development Plan on track for completion by summer.
- Staff fully engaged and positive.

**Governors noticed attendance is still a bit of a concern for some groups. Have things started to improve at all since we last spoke about it, particularly for SEND and pupil premium?** GC referred governors to the analysis of persistent absence giving reasons for the figures. Governors were reminded that one child makes a 1.3% difference in this small school.

**Governors found the SEND report really helpful. They wondered how we are seeing that support translate into progress for the children, especially those with more complex needs?** GC explained that progress is tracked for all children, including SEND and more complex needs, using standardised scores in reading, spelling and maths. Writing is tracked using knowledge and skills and recorded at the front of English books and evidence used from across the curriculum. Pupil Passports and targeted interventions are tailored and adapted for all children with SEND and these small steps of progress evidenced and monitored termly.

**Governors talked about exclusions last time. Is the situation starting to settle, or are we still seeing similar patterns?** GC stated that the one child that this relates to, has not had an exclusion since December. The school has embedded the educational psychologist's advice. A request by parents, for a specialist setting has been taken to panel.

**Governors were pleased to see all the support in place for Pupil Premium, they wondered how we know it's making a difference, particularly as attendance still seems a bit lower for those children?** GC stated that PP attendance is 3.46% lower. Unfortunately, 1PP is a persistent absentee due to a part time timetable so accounts for this percentage. See PP attendance breakdown.

**Governors commented on school priorities in the SIP and stated that there's lots of really positive work happening across the school are there any areas that are still proving tricky or not quite where you'd like them to be yet?** GC stated that all are on track to be actioned by the end of the summer term.

**Governors asked about acceptable use policies, including use of AI and asked who these are for and how much is AI being used in school.** GC explained that all the community including children, staff, volunteers and governors are aware of and agree to the policies. Teachers are using AI to support lesson planning and resourcing. Staff have had AI training and Sean Allen is the lead teacher and is trialling how AI can be used in a safe and effective way in school.

**Governors noted that SEND numbers have jumped... I think from 7 to 19. What is the reason for the sudden jump? I know some pupils have joined, but surely not all. Is this a case of better identification than previously?** GC stated that 7 joined in

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|    | <p>September – 2 nursery, 5 in other year groups. Children have moved from monitoring to SEND support. Staff have received more CPD around SEND and are more aware of early identification of needs.</p> <p><b>Governors noted that unauthorised absence accounts for 0.6% of attendance. Are fines issued for these unauthorised absences? Likewise, are pupils referred into the EWO?</b> GC stated that fines are issued for all unauthorised absences. EWO advice is always sought and Alison Duggan (Head of Attendance at LA) supports the school too.</p> <p>GC was thanked for her comprehensive report.</p>   |
| 7. | <p><b>Safeguarding updates</b></p> <p>GC reported:</p> <ul style="list-style-type: none"> <li>• Three low-level concerns (below threshold).</li> <li>• One family on existing Child In Need plan.</li> <li>• One family currently being assessed by social services.</li> <li>• Weekly safeguarding briefing every Thursday keeps staff alert and updated.</li> </ul> <p>Safeguarding training has been organized for SH – new governor.</p>   |
| 8. | <p><b>Staff well-being</b></p> <p>GC displayed the survey which shows very positive well-being amongst staff and children. There are low levels of staff absence and support is available through an insurance policy that supports good mental health, a well-being portal on the web, GC’s open-door policy, trained staff being in place, well-being days and end of term treats. Well-being is a culture in school, not merely a policy.</p> <p><b>Governors asked about induction for the new member of staff.</b> This has taken place and HM is her ECT mentor and friend.</p> <p><b>Governors were concerned that Gail also enjoyed good mental health.</b> GC assured governors that she is in good health, enjoys coming to school and has HM as her sounding board.</p> |
| 9. | <p><b>Health and Safety</b></p> <p>GC stated:</p> <ul style="list-style-type: none"> <li>• No issues to report.</li> <li>• Significant success with capital bids (approx. £44,000 secured).</li> <li>• Improvements (including canopy, early years space, roof) to occur during holidays.</li> </ul> <p><b>Governors recommend communicating good news to parents early (not just after completion).</b></p>   |
| 10 | <p><b>Ratify policies</b></p> <p>Governors had read the following policies:</p> <ol style="list-style-type: none"> <li>1. <b>Online Safety Policy</b> – updated with AI requirements; aligns with DfE guidance.</li> <li>2. <b>Teaching &amp; Learning Policy</b> – strengthened with metacognition and cognitive science focus.</li> </ol>  |

All policies are reviewed annually.

**Resolved:** Governors accepted and approved the above policies for use by the school.

**1  
1 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 is underway.

Jenny Jones has taken over the role of chief financial officer and will meet with GC.

***Governors emphasised that they had asked the KET for specific financial modelling to show the anticipated costs and savings from joining the KET MAT.***

**Action point:** GC to press the KET for anticipated costs and savings from joining the KET MAT.

**1  
2 AOB**

a) Complaint – SW reported she had met with a parent and resolved the complaint with no requirement of further action.

b) Marketing the school – Governors recognized that the declining birth rate has affected numbers for September, but also mentioned the possibility of pupil movement from local schools. They recommended strengthening the marketing by:

- Social media presence (particularly Facebook groups)
- Emphasising key selling points – ethos and inspection reports
- Visibility of major investments (£50k improvements)
- Promotion around April 15th (school allocation day) when some parents might be disappointed with their allocation
- Highlight early drop-off at 7:30am and wraparound care
- Parent-to-parent advocacy encouraged.

**Action point:** SW will consider finding a university student who might support the marketing through their project.

**1  
3 Future Dates for 2025/26**

| <b>Christian Distinctiveness</b> | <b>Thursday 16<sup>th</sup> April 2pm</b> |
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| <b>Finance</b>                   | <b>Thursday 14<sup>th</sup> May 4pm</b>   |
| <b>Education</b>                 | <b>Thursday 2<sup>nd</sup> July 4pm</b>   |
| <b>Full Governing Body</b>       | <b>Thursday 9<sup>th</sup> July 4pm</b>   |

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|   | The meeting finished at 4.52pm.   |
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|   | <b>Summary of Action Points</b>   |
| 1 | <b>KET update</b>   |
| 1 | <b>Action point:</b> GC to press the KET for anticipated costs and savings from joining the KET MAT.                      |
| 1 | <b>AOB</b>  |
| 2 | <b>Action point:</b> SW will consider finding a university student who might support the marketing through their project. |
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**Signed** – Chair \_\_\_\_\_ Date \_\_\_\_\_