**Fulfen Primary School**

**Minutes of the Meeting of the Governing Board held in the School**

 **on Tuesday 25 March, 2025 at 5.30 p.m.**

**Present:** Mr. Boardman (Chair), Mrs. Davies (Headteacher), Mrs. Ballett, Mr. Field, Mrs. Poxon, Mrs. Copper, Mr. Ritchie

 Mr. Davies (Clerk to the Governors)

 Mrs. Hawkins (School Business Manager)

 Mrs. Steele (Staff)

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| **Governor** | **Role** | **Term Starts** | **Term Ends** |
| Mrs. Ballett | Co-opted | 05.07.21 | 04.07.25 |
| Mr. Field | Co-opted | 24.05.22 | 23.05.26 |
| Mrs. Poxon | Co-opted | 07.10.22 | 06.10.26 |
| Mrs. Roughley | Co-opted | 12.03.24 | 11.03.28 |
| Mrs. Witcomb | Co-opted | 24.11.22 | 23.11.26 |
| GAP |  |  |  |
| Mrs. Davies | HT | NA | NA |
| Mr. Boardman | LA | 05.04.22 | 04.04.26 |
| Mrs. Copper | Parent | 29.11.22 | 28.11.26 |
| Mrs. Dingle | Parent | 25.01.22 | 24.01.26 |
| Mr. Ritchie | Parent | 25.01.22 | 24.01.26 |
| Mrs. Wright | Parent | 29.11.22 | 28.11.26 |
| Mrs. Kilgallen | Staff | 23.07.22 | 22.07.26 |

**1 Welcome and Introductions:**

Governors were welcomed to tonight’s meeting by the Chair. The agenda for tonight’s governance forum saw the usual strategic updates delivered by the SLT as well as coverage of a range of Key Performance Indicators (KPIs). Although GovernorHub will not be used to facilitate future governance forums, documentation on this occasion was still supplied through this online portal.

Governor asked their usual questions and sought various points of clarification in relation to the circulated documentation. There was a high level of engagement throughout the meeting as Governors looked to exercise the core competencies associated with their Governor role (i.e. ensuring clarity of ethos, vision and strategic direction, holding leaders to account in a range of areas and overseeing the financial performance of the School).

The meeting was quorate.

**2 Apologies:**

**Resolved:** That apologies for absence be received and accepted from Mrs. Roughley, Mrs. Witcomb, Mrs. Dingle. Mrs. Wright and Mrs. Kilgallen.

**3 Governing Board Matters:**

**Confidentiality**

Governors were informed that all discussions that take place at this meeting should remain confidential to the meeting.

**Register of Interests**

It was reported that the majority of Governor declarations on GovernorHub are up to date. The Vice-Chair is in contact with Governors where any information is missing. It will be interesting to see how this online declaration will be captured as Governors move across from GovernorHub to the new offer Governor Space.

In addition, no declarations of interest were made by Governors in respect of any items appearing on tonight’s agenda.

**Membership**

Two membership updates were noted at tonight’s meeting.

Firstly, the Clerk confirmed that a nomination will need to be put to the Governing Board if Mrs. Ballett is to be re co-opted back onto the Governing Board. This action will need to be taken at the Summer 1/Summer 2 meeting.

**Resolved:** That this item be added to either Summer Term agenda.

Secondly, it was noted that the Board is still carrying one Co-opted Governor vacancy. This vacancy will only be filled once an individual can be identified who will complement the skills/attributes of the existing membership.

**Code of Conduct**

All Governors had signed up to the Code of Conduct at the start of the academic year. Governors simply confirmed their ongoing compliance with the protocols listed in this document.

**Governor Matrix**

There were no changes to the Governor constitution document that needed to be addressed at tonight’s meeting.

**4 Minutes of the Previous Meeting:**

**Resolved:** That the Minutes of the Governing Board meeting held on Tuesday 28 January, 2025 (including Confidential Appendix) be approved as an accurate and true record.

**Resolved:** That the Minutes, Agenda and all reports and other papers considered at the meeting be made available for inspection.

A copy of the Minutes will be retained for audit purposes and signed by the Chair/Vice-Chair via electronic or hard copy signature.

**Resolved:** That the Chair/Vice-Chair add their signature to the ratified minutes.

**5 Matters Arising from the Previous Meeting:**

The action matrix from the January meeting was reviewed. The following progress update can be reported:

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| --- | --- | --- |
| **Minute** | **Action** | **RAG** |
| 3 | The membership issue was referenced during the course of tonight’s meeting with next steps agreed. | GREEN |
| 6 | The December minutes were made available as a public record. | GREEN |
| 6 | The ratified December minutes were signed. | GREEN |
| 8 | The Clerk had sought out the necessary guidance and then shared it with the panel. | GREEN |
| 9 | The Vice-Chair had checked that all Governors had completed all required training inputs. | GREEN |
| 10 | Mrs. Hawkins confirmed the agreed action in relation to the Finance Audit has been put on hold in the short-term. This matter will be revisited at a later date. | GREEN |
| 10 | Link Governor meetings around the School Budget will be scheduled with Mrs. Poxon in the coming weeks. This will take account of the new Budget setting process and associated due diligence process that will be required. | GREEN |
| 12 | Mrs. Roughley was not in attendance to comment on this action albeit it is assumed she has reached out to Mrs. Steele for a further discussion around fundraising ideas. | GREEN |

Governors were thanked for closing down actions between meetings – a sign of effective governance in action**.**

**6 Reports:**

**Chair and Vice-Chair’s Actions**

The Chair/Vice-Chair confirmed the following action had been taken on behalf of the Board since the last meeting:

Facilitated a Pay Committee in which some key decisions had been taken in relation to the salary of a member of the support staff. Governors were asked at tonight’s meeting to formally ratify the decisions from this meeting that had been taken under delegated powers. A record of the formal outputs from the meeting is available should any Governor wish to see this level of detail.

**Resolved:** That these decisions be ratified with immediate effect with the members of the Pay Committee having applied the necessary due diligence in this area.

The Vice-Chair also bought Governors up to speed with the latest developments in relation to a parent/carer complaint that has reached Stage 2. She confirmed that all actions taken to date have been carried out in full accordance with the School’s Complaints Policy. No further information was shared at tonight’s meeting in relation to the nature of the complaint itself in case the complaint progresses to Stage 3 and a there is the need to convene an independent Governor panel.

**Link Governor Reports**

A number of Governors confirmed they would be looking to schedule Link Governor visits into the School in the coming weeks – in particular, visits around the School finances to support the setting of the Budget for the new financial year. Governors were reminded that as and when visits take place a report should be produced following each visit and once checked uploaded to GovernorHub.

**Governor Challenge:** Governors asked whether a Link Governor schedule could be uploaded to GovernorHub so Governors know when their respective visits should be booked in each academic cycle. It was felt this action would make the whole process more efficient and manageable.

**Resolved:** That the Vice-Chair take account of this action.

**Governor Challenge:** As an aside, the Vice-Chair also sought clarification as to whether Governors have any role in implementing particular aspects of the Appraisal Policy – specifically in relation to Appendix 2 – classroom observation protocol for appraisal purposes.

The Headteacher confirmed that classroom observation is very much the responsibility of line managers to implement. It is the Governing Board’s responsibility to ensure the appropriate strategic approach is being taken in this area to ensure the process is developmental/supportive and that staff can thrive through this ongoing monitoring cycle.

Finally, there was a discussion around the need for a Link Governor to focus on attendance – particularly as this KPI has seen heightened prominence in recent months in the national media. Mrs. Copper confirmed she could accommodate a separate focus on attendance when she next carries out a Safeguarding visit into school – potentially having a separate meeting with the staff representative to explore the latest headlines/trends/successes/challenges in this area. It was acknowledged that Safeguarding and Attendance do align, particularly as poor attendance is often see as a form of educational neglect (Safeguarding).

Governors were thanked for everything they do in their Link Governor roles. It is imperative that Governors hold leaders and staff to account in key areas of school-based life as they look to triangulate what they hear in meetings, what they read in documentation and the reality on the ground at a national level through ongoing pupil/staff voice.

**Headteacher’s Report**

The Headteacher’s Report had been shared with Governors in advance of the meeting. The Report was presented in a format with which Governors are familiar with the following key updates shared:

**6.1**

The first section of the Report focused on the progress leaders have made against the key priorities listed in the School Development Plan (SDP) over the course of the Autumn Term. The narrative shared included English, Maths and PSHE and focused on the successes that have been realised to date as well as the recommendations for improvements next term.

**Governor Challenge:** Governors felt there was clear evidence of sustained impact in all areas and enquired as to whether the priorities have changed in any way in lieu of the School securing Outstanding at the recent Ofsted inspection.

The Headteacher was clear the Ofsted judgement has had no real impact on the approach leaders are taking in each priority area. The culture at Fulfen is such that leaders will always challenge themselves to push boundaries and avoid over complacency in the designated areas. In fact, the hallmark of any Outstanding school is the ability of leaders/staff to identify where incremental improvements are required and then to move forward in securing the marginal gains identified – whether it be curriculum innovation, an upward movement in academic performance or pastoral gains for the pupil cohort.

**Governor Challenge:** Governors focused in on one of the noted recommendations – Number Stacks – and enquired as to what this intervention entails.

The Headteacher confirmed that Number Stacks uses a unique combination of stackable place-value counters and video tutorials to enable any adult, regardless of teaching experience, to help children master the foundations of the number system. The Headteacher outlined the way this intervention will be deployed at Fulfen Primary School to positively impact on the progress pupils are making in this area of the curriculum.

**6.2**

The Headteacher confirmed the latest position in terms of pupil numbers that will have such a marked impact on the future sustainability of the School. She outlined some of the positive reactions that have been received following tours around the School with the fact the Headteacher is involved in the tour seen as a ‘usp’ that sets the School apart from any other local competition. As well as requests for in-year places which should be confirmed in the coming weeks, there was also an acknowledgment that once the Y5 cohort leaves Fulfen, pupil numbers will increase significantly which in turn will lead to an increase in funding. The Headteacher added as a final point that the forthcoming Reception intake looks healthy with the School set to hit its PAN of 60 – again important for the bottom line.

**6.3**

The latest attendance metrics were shared with Governors which again were positive in nature. Despite challenges that are being faced up and down the Country in relation to this KPI, it was reported that the School is outperforming (year to date) both the national and primary school averages by a significant margin with both the overall absence rate and unauthorised absence rates relatively low. This suggests that the School is managing attendance well and ensuring that absences are explained. Governors welcomed this update, feeling that the Little Heroes initiative and rewarding these pupils who deliver improved attendance (not just those at 100%) have all contributed to the positive outcomes that are being seen.

**Governor Challenge:** As an aside, a Governor picked up on staff absence and queried whether staffing capacity in the School Office would cope should an individual have to fulfil a public duty, i.e. jury service and how this might impact on the monitoring of certain KPIs such as attendance.

Reassurance was given that there would be no single point of failure in this scenario. It was confirmed that colleagues know enough about what their peers carry out in terms of support staff roles for the necessary contingencies to be put in place.

**6.4**

The latest Safeguarding profile of the School was shared with Governors. It was reported that the low numbers of Safeguarding concerns and the absence of exclusion, bullying or racist incidents are real positives. Governors also noted the current SEND profile of the School and associated vulnerable groups. The Headteacher shared some recent developments in the area which could see thousands of school pupils in KS1 lose their free school meal entitlement as part of the Spring Budget cuts. Pupils could become means-tested at this age group which would bring the system in line with older year groups. It will be interesting to see how these changes impact on the future demand for school dinners and the overall School Budget.

**6.5**

The staffing update was self-explanatory in nature with the latest mobility shared. Whilst it is not the operational remit of Governors to determine staff deployment in school, the necessary reassurance was sought that the latest changes will not adversely impact the teaching and learning environment for pupils. This reassurance was given by the SLT.

**6.6**

Various KPIs were shared in relation to Health and Safety. There were no matters of concern to share with Governors at tonight’s meeting with all key compliance areas covered.

**6.7**

The final sections of the Report focused on health and safety updates and any recent premises developments. These sections of the Report were self-explanatory with the recent CPD accessed by staff and the various capital building projects pulled out for a special mention.

**Resolved:** That the Headteacher be thanked for her insightful and informative report.

**Safeguarding Report – Spring Term**

Governors received the Spring Term Safeguarding Report in advance of tonight’s meeting. The Report outlined how the necessary due diligence is exercised around Safeguarding at Fulfen Primary with updates on the review of the Single Central Record (SCR); any training recently undertaken in this area; the monitoring of Safeguarding reports on CPOMS; areas of strength and areas for development when it comes to promoting/implementing a Safeguarding culture across school; the current Safeguarding profile at Fulfen Primary; any incidents/referrals that needed to be shared with the Governing Board and, finally, the latest attendance metrics which included the actions in place to address attendance and punctuality.

Mrs. Sturch highlighted the fact that all Governors need to complete L1 Safeguarding training before September 2025. This is a necessity if Governors wish to remain on the Board for the new academic year. It was agreed that Governors would be offered two sessions to access this CPD – the first on 01.09.25 at 9.30 a.m. and the second as a mop up session for those that cannot make the start of the term date - potentially delivered by Mrs. Copper. Mrs. Sturch confirmed she would email Governors to this effect following tonight’s meeting with Governors expected to sign up to one of the sessions that is offered.

**Resolved:** That Governors respond to this CPD request at the first possible opportunity.

**Governor Challenge:** Governors welcomed the strategic update. They asked how impactful the whole staff CPD had been for staff and TAs around the effective recording on CPOMs and whether a greater level of consistency has been secured as a result of this recent training input; the reasons as to why there is a greater proportion of pupils on the SEND Register lower down the School (32/56 from Nursery/Reception/Y1); the strategic benefits that have been realised from the Positive Play intervention and the extent to which different groups of pupils are involved and, finally, the rationale that lies behind the School implementing a four week notice to improve around attendance (an internal initiative) and whether to date any families have crossed the threshold that requires a fixed penalty notice to be issued.

Mrs. Sturch welcomed these lines of enquiry from Governors and gave her perspective on all matters raised. She reassured Governors that the focus for leaders/staff remains securing a positive impact when it comes to Safeguarding processes and procedures – whether that be training individuals to be more consistent in their daily practice, using interventions that are backed by research or deploying initiatives that will shift a dial in a particular area (i.e. attendance). It was no surprise to Governors that at the last Ofsted inspection it was reported that the arrangements for Safeguarding are effective.

**7 Safeguarding Additional Update:**

**Safer Internet Day**

Governors were given a brief insight into the range of activities that had been implemented in school around Safer Internet Day on 11.02.25. The theme for this year’s Safer Internet Day (a national campaign) had been ‘Too good to be true? Keeping yourself and others safe from scams online’ with a range of age-appropriate interactive activities and discussions planned by leaders/staff to help children understand the importance of staying safe online while promoting responsible Internet use.

The Headteacher reassured Governors that online safety is an area that leaders/staff take extremely seriously with some of the core themes that were explored on 11.02.25 followed up at regular intervals throughout the School year. The reality is that whilst there is much to celebrate online, there are also inherent risks of using technology in today’s world – whether that be subliminal messaging through advertising; the addiction of screen time and the behavioural changes that can result; cyberbullying; exposure to inappropriate content or potential interactions with online predators. Leaders/staff remain committed to tackling these areas and ensuring parents and children are educated about these risks and the promotion of safe online habits.

There was also reference at this point made to The Richad Dimbleby Lecture delivered by Sir Gareth Southgate in which he delivered a blistering attack on the toxic effects of social media – in particular on boys and young men. Governors were encouraged to view this footage as it provides a valuable insight into why the baseline has to be set appropriately at an early age and why the work of primary school leaders/staff is so crucial in this area.

**SCR**

It was confirmed that a review of the SCR had been completed on 26.02.25. Mrs. Sturch and Mrs. Hawkins reported in relation to this monitoring activity that there were no matters of concern to share with Governors at tonight’s meeting with the audit document available for analysis on GovernorHub.

**8 Financial Update:**

This was the point in the meeting when the latest financial update was shared with Governors.

**SFVS**

Mrs. Hawkins confirmed that the SFVS needed to be completed, signed by the Chair and submitted to the LA by 31.03.25. The SFVS is a checklist that provides assurance to Governing Boards and school leaders that their school is meeting the basic standards for good financial health. Governors were reassured that the checklist is very similar to last year’s submission with only minor tweaks/modifications made to the material content. It was also confirmed that the template for recording related party transactions has been completed and will be attached to the checklist document when submitted.

**Resolved:** That Governors formally ratify the SFVS. This document will now be signed by the Chair and submitted to the LA.

**Budget Update**

Mrs. Hawkins shared her usual financial commentary with Governors. This was accompanied by the three financial spreadsheets (Main, Nursery and Club) which gave details of key variances linked to income and expenditure and an accompanying narrative – ***see Confidential Appendix.***

Governors welcomed the financial overview that was shared and thanked Mrs. Hawkins (with the support of Mrs. Poxon) for the due diligence they continue to exercise around the School finances. Governors were particularly pleased to note that the Main and Nursery budgets will deliver an operating surplus at financial year end or at least break-even (Club) – quite a contrast to only a few years ago. It was also noted that this positive financial outlook is being delivered despite the School not being full in all year groups. Once the Y5 cohort has left Fulfen and the School is boosted by a full Reception cohort coming in every year, it is anticipated that the SLT will have more funding to reinvest back into the School – whether that be the curriculum, increasing staffing capacity or improving the condition of the School site.

**Governor Challenge:** On this point, Governors felt it would be useful if Governors could in future see some kind of Budget Modeller so they can see how any budgetary trends and movement on key lines is likely to pan out over the next few years. It was felt this information would help Governors understand the health of the School over a longer timeframe even though it was accepted beyond Y3 the Modeller loses much of its authenticity.

**Resolved:** That Mrs. Hawkins act on this request from Governors.

**Resolved:** That Mrs. Hawkins be thanked for her financial update.

**9 Asset Management Plan:**

Governors received a copy of the Asset Management Plan for 2024-25 at tonight’s meeting – a plan that outlines the vision and objectives for the development of the Fulfen site.

It was pleasing to note that many of the identified areas for improvement (arising from the School Development Plan (SDP) priorities) have been progressed.

**Governor Challenge:** Governors asked for a progress update on the projects that have been earmarked for April 2025 (i.e. the server replacement; the plastering of corridors in KS2 and the server cupboard) and also whether enough is being done to promote some of the investment that has gone into key areas of the School – for example, the development of the Early Years unit so parents can see how the environment is being upgraded for their children.

The Headteacher responded to both of these points, confirming that she would take the promotional point away for further consideration – potentially using the newsletter and/or Open Day to show through pictures the transformation of these spaces.

**Governor Challenge:** As a final point, Governors revisited the ‘sink’ issue which has been discussed in previous meeting and specifically when this work is set to be put right.

The Headteacher reassured Governors that subject to an appropriate supplier being sought the intention is to complete this remedial work over the Easter Break.

**10 Policy Ratification:**

A number of policies needed to be formally ratified at tonight’s meeting. They included:

* Business Continuity Plan 2025
* Food Safety Policy 2025
* Medical Policy 2025
* Whole School Appraisal Policy, December 2024.

**Governor Challenge:** Governors followed up on a number of points in relation to the policies – i.e. some contact detail amendments were requested on the Business Continuity Plan, there were some questions as to how the School caters for allergies/intolerances to food throughout the School day and, finally, Governors asked how the Governing Board fulfils Section 3.1 of the Medical Policy – i.e. having the ultimate responsibility to make arrangements to support pupils with medical conditions. Overall, Governors were happy to ratify the shared policies subject to these points being addressed.

The Headteacher provided responses to all raised points, acknowledging on the last point that ultimate responsibility is linked to Governors having strategic reassurance that all checks and balances are put in place for these pupils. The Health and Safety Link Governor is also able to seek extra reassurance in this area.

**Resolved:** That all listed policies be ratified with immediate effect. Some of these policies will now be published online.

**11 Governor For Schools Training:**

The Vice-Chair shared with Governors where she had got to in terms of exploring Governors for Schools training. Having investigated the pricing structure she felt that now was not the right point to use this online provider for either the training packages or recruiting new individuals that could be co-opted onto the Board. Instead, there was a discussion around other recruitment options – for example, recruiting a university student to join the Governing Board. The Clerk was asked to confirm with Entrust whether this could be a viable option.

**Resolved:** That the Clerk follow up on this matter with Entrust.

On the training front, Governors were advised to wait and see what the transition from GovernorHub to Governor Space might bring and whether there were any CPD options that become available through this route.

**12 Succession Planning:**

The Vice-Chair and Chair spent a few moments talking with Governors about the need for a viable succession plan on the Board when it comes to key leadership roles. Whilst the Vice-Chair or Chair have no plans in the short-term to step down from their roles, it is still considered good practice for Governors to give this matter some thought as to whether they are interested in taking on the role of Chair/Vice-Chair at some point in the future. Governors were asked to approach the Vice-Chair or Chair if they have any interest in this area with some thought then being given as to how shadowing based activities can be built into the Autumn Term.

**Resolved:** That Governors act on this request.

**13 Stage 3 Governor Panel:**

The Chair of the Stage 3 Governor Panel confirmed with Governors that this governance activity had been concluded with a full and detailed report shared with all interested parties in the immediate aftermath of the panel hearing. The Chair briefly outlined the six recommendations which had been made towards the end of the Report which will be taken forward by the School/Governing Board in the coming weeks/months. There was no further action to take at tonight’s meeting other than to thank Mr. Lewis, Mrs. Roughley and Mr. Ritchie for the due diligence, sensitivity and empathy they had demonstrated throughout what has been a challenging time for all those involved.

**14 Blood Kits:**

The item on blood kits was deferred to the Summer 1 meeting as the Governor in question, linked to this agenda item, was not in attendance.

**15 Effectiveness Tool – GovernorHub:**

The Vice-Chair confirmed that there is a Governor Skills feature on GovernorHub which attendees can complete at their leisure. This feature enables the Vice-Chair/Chair to understand the Governing Board’s strengths and areas of development, making sure everyone’s skills are put to best use and allowing for effective planning of roles, training and recruitment.

**Resolved:** That Governors access this feature on GovernorHub and complete the various sections so that results can be analysed in advance of the Summer 1 meeting,

**16 Any Other Business:**

The only item of additional business was to confirm that the School will be transitioning from GovernorHub to Governor Space in the coming months. The Clerk understands that any information on GovernorHub will be moved across to Governor Space as part of the transition arrangements. As and when any further news is known in this area, it will be shared with the Vice-Chair.

 **Resolved:** That the Clerk share any information he receives in this area.

As a follow up point, Governors did question whether a back-up of all Governor based information should be stored securely on the School’s own system.

**Resolved:** That the Vice-Chair/Headteacher discuss whether this is a viable option worth progressing.

Finally, the Chair issued a general call for agenda items for the Summer 1 meeting to be emailed through by 28.04.25.

**17 Confidentiality:**

Governors were asked to identify if there were any items/materials, which needed to be excluded from any Agenda, Minutes, reports or other papers discussed at the meeting, which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the Agenda, which require recording in a Confidential Appendix to the Minutes.

**Resolved:** That it be identified that the following item needed to be included as a Confidential Appendix to the Minutes:

* Minute 8.

There were no further items/materials identified for exclusion.

**18 Dates and Times of Future Meetings:**

The meeting schedule for 2024-25 has been finalised.

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| --- | --- |
| **Term** | **Date and Time** |
| Summer 1 | 13.05.25 (5.30 p.m. start) |
| Summer 2 | 08.07.25 (5.30 p.m. start) |

The Vice-Chair has also looked to organise dates for 2025-26. These can be shared as follows:

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| --- | --- |
| **Term** | **Date and Time** |
| Autumn 1 | 30.09.25 (5.30 p.m. start) |
| Autumn 2 | 02.12.25 (5.30 p.m. start) |
| Spring 1 | 27.01.26 (5.30 p.m. start) |
| Spring 2 | 24.03.26 (5.30 p.m. start) |
| Summer 1 | 12.05.26 (5.30 p.m. start) |
| Summer 2 | 07.07.26 (5.30 p.m. start) |

All that was left to do was for the Chair to thank all Governors for their attendance and contributions to tonight’s meeting.

The meeting was brought to a close by the Chair.

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 **Chair Date**

**Fulfen Primary School**

**Minutes of the Meeting of the Governing Board held in the School**

 **on Tuesday 25 March, 2025 at 5.30 p.m.**

**Action Matrix**

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| --- | --- | --- | --- |
| Minute | HT | Action Required | Action Update |
| 3 | Mrs. Ballett | Need to consider re co-option at Summer 1 or Summer 2. |  |
| 4 | HT | Make January minutes available as a public record. |  |
| 4 | Chair  | Sign ratified minutes. |  |
| 6 | Vice-Chair | Publish Link Governor schedule. |  |
| 6 | Governors | Sign up to L1 Safeguarding training. |  |
| 8 | Mrs. Hawkins | Submit SFVS. |  |
| 8 | Mrs. Hawkins | Supply Budget Modeller at future meeting. |  |
| 11 | Clerk | Check whether university student can be appointed to Board membership. |  |
| 12 | Governors | Consider succession planning request. |  |
| 15 | Governors | Complete effectiveness tool on GovernorHub. |  |
| 16 | Clerk | Share information on Governor Space when it is available. |  |
| 16 | Vice-Chair/HT | Consider whether files on GovernorHub need to be backed up as a precautionary measure. |  |

**Date of next meeting: Tuesday 13 May, 2025 at 5.30 p.m.**

Absent Governors to be informed.