

Fulfen Primary School

Minutes of the Meeting of the Governing Board held in the School on Tuesday 13 May, 2025 at 5.30 p.m.

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

Mr. Davies (Clerk to the Governors)
Mrs. Hawkins (School Business Manager)

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 today's Governing Board by the Chair. Rather than receive a presentation from a school leader/staff member, Governors instead analysed a range of Key Performance Indicators (KPIs) which included finance and other updates covered off through the Headteacher's Report. Governors asked their usual questions throughout the governance forum, both to hold leaders/staff to account but also to develop their own understanding of key aspect of daily school life.

Whilst documentation had been shared with Governors via email (GovernorHub is no longer available), it is likely the Board will transition over to Governor Space for the Summer Term 2 meeting. The Clerk is expecting to receive some training in the coming weeks so he can support the Chair/Vice-Chair with this transition process.

The meeting was quorate.

2 Apologies:

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

The Chair will contact any Governor who has been absent for a number of meetings to ascertain their future intentions in relation to the Governor role. This action is important to ensure that all Governors remain active and invested in their approach to school governance.

Resolved: That the Chair take account of this action.

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 is likely that all Governor declarations will need to be revisited when the School transitions from GovernorHub to Governor Space. Further information on this matter will be shared at the Summer Term 2 meeting.

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

Membership

A discrepancy was corrected in the last set of Minutes in that Mrs. Ballett will be re co-opted on to the Board when her current term of office expires. New term of office will be 05.07.25 to 04.07.29.

Governors are more than happy to renew Mrs. Ballett's term of office, particularly given the positive contribution she makes to governance at Fulfen Primary School.

The Board is still carrying one Co-opted Governor vacancy. The Vice-Chair had asked the Clerk whether a university student could be considered for this position. The Clerk can confirm this is possible – indeed the Board might be very happy with the differing perspective offered by younger members as well as the degree specialism which they may be studying – for example law, computer science, education, etc.

Resolved: That the Vice-Chair pursue this network contact in advance of the next meeting.

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

The Governor matrix will be revisited in full at the Autumn Term 1 meeting to ensure all Governors are happy with their Link Governor designations. The only tweak that was agreed to this document at today's meeting was to move 'fundraising' to Mrs. Dingle and move the 'pupil leadership team' to Mrs. Roughley. Governors also asked that some additional clarity is given in the Autumn Term as to when Link Governor visits should be scheduled in school – for example, the statutory areas of SEND and Safeguarding should see an engagement visit taking place each term with the designated staff member.

Resolved: That this area be picked up as an agenda item in the Autumn Term 1 meeting.

4 Minutes of the Previous Meeting:

Resolved: That the Minutes of the Governing Board meeting held on Tuesday 25 March, 2025 (including Confidential Appendix) be approved as an accurate and true record, subject to it being confirmed that Mrs. Ballett's renomination as Co-opted Governor has been actioned.

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 via electronic or hard copy signature.

Resolved: That the Chair add his signature to the ratified minutes.

5 Matters Arising from the Previous Meeting:

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

Minute	Action	RAG
3	This membership issue had already been addressed in these Minutes.	GREEN
4	The January Minutes were made available as a public record.	GREEN
4	The ratified January Minutes were signed by the Chair.	GREEN
6	The Link Governor matrix has already been referenced in these Minutes.	GREEN
6	Governors were reminded that they should be signing up to the Safeguarding L1 training based on an email they have received. The Vice-Chair will check on any outstanding responses following today's meeting. Resolved: That the Vice-Chair take account of this action.	AMBER
8	Mrs. Hawkins confirmed the SFVS had been submitted to the LA.	GREEN
8	The Budget Modeller was considered during today's governance forum.	GREEN
11	The Clerk has now confirmed that a university student can be appointed to the Board membership.	GREEN
12	Succession planning is an item that will be formally revisited at the Summer Term 2 meeting. That said, Governors should always be thinking about the membership of the Board and how it can be made more secure.	GREEN
15	With the Board transitioning to Governor Space, there may be an opportunity to complete the effectiveness tool on the new online portal.	GREEN
16	It is anticipated that information about Governor Space will be shared with the Chair/Vice-Chair before the next meeting.	GREEN
16	Any files that currently exist on GovernorHub will be transferred across to Governor Space. The SLT will need to determine whether a data back-up is required.	GREEN

It is pleasing to note that so many actions have been closed off since the last meeting.

6 Reports:

Chair and Vice-Chair's Actions

The Chair/Vice-Chair confirmed they had taken no actions on behalf of the Governing Board since the last meeting.

Link Governor Reports

A number of Governors have carried out Link Governor visits since the last Board meeting.

Mr. Field confirmed he had visited the School on 06.05.25 to carry out an engagement visit around SEND. His visit had focused on an overview of current provision and practice; strengths that are being realised in SEND at Fulfen Primary School; opportunities for development in this statutory area and any strategic items that Mr. Field wanted to bring to Governors attention. The Report was self-explanatory in nature with some interesting lines of enquiry raised – for example how deteriorating parental mental health can be a barrier to engagement around a pupil's educational progress and who has the ultimate responsibility for resolving these issues; the reality that complex needs are becoming more acute in schools, particularly in younger children and how this is having an adverse impact on life-chances for these individuals; the ongoing challenges around capacity and funding that continue to exist in a system that is creaking at the seams and, finally, that despite all of the external challenges that exist around SEND, staff at Fulfen continue to focus on strategies of early identification. This input provides the greatest opportunity for timely involvement of external agencies to meet ever increasing levels of need. Governors welcomed this overview and particularly the due diligence that is applied by leaders/staff to this critical area of school life.

Mr. Ritchie confirmed a number of health and safety activities he had carried out since the last meeting which has included a review of the First Aid Book and the scheduling of a walk around the School site to focus on broader health and safety issues. He acknowledged that there are discussions around the possibility of automating some of the record keeping processes that are used around health and safety. Such action should enable trends in any data set to be more easily identified.

Governor Challenge: As an aside, there was a general discussion around the defibrillators that have been installed in the local area – both in terms of whether they have been registered, ongoing servicing of the parts and the extent to which they have been deployed in recent months/years.

Mrs. Dingle gave an update on this product, reassuring Governors that not only are the units registered and serviced but have also directly led to the saving of lives within the local community. Governors thanked Mrs. Dingle for her ongoing efforts in this area which has delivered real impact to those in medical need.

Mrs. Ballett for her part had carried out a Link Governor report which focused on pupil and staff wellbeing on 30.04.25. Whilst Governors can take in the published report for themselves, Mrs. Ballett did highlight the importance of the 'Natwest Money Matters' initiative and associated investment projects that will give children more of an appreciation of where money comes from and how it can grow; the success of the various fund raising initiatives that saw members of the SLT get covered in custard by pupils for a good cause; the enquiries that have been made into securing the Y6 Junior Cadet program for the new academic year; the progress that has been made around First Aid and raising pupils understanding of what to do in an emergency/situation; the various surveys that will be shared with stakeholder groups before the end of the current academic cycle and, finally, the general wellbeing culture that continues to be championed throughout the School at every opportunity.

There is no doubt this Link Governor area is taken extremely seriously by school leaders to ensure that all members of the School community can thrive in their daily practices, whether it is interacting with parents, being there for children to support their pastoral needs or looking out for peers who may need some reassurance following a challenge/life event that has occurred externally to the School.

Headteacher's Report

The Headteacher's Report took the opportunity to pull out some key highlights from her shared narrative which can be summarised as follows:

6.1

Governors were informed that Fulfen Primary has taken on the role of a Lead School within the Staffordshire Music Hub. Key responsibilities will include playing a distinctive role in supporting other schools to improve their music provision through a variety of different initiatives including learning networks; CPD courses; mentoring and peer support activity; collaborative music projects and practice and resource sharing. Governors felt this update was reflective of the School's outstanding practice in that it is happy to share ideas with other schools as well as deliver its own continuous improvement model in this curriculum area.

6.2

The Headteacher was pleased to share with Governors the plans school leaders have in place to develop the outdoor space at the School – specifically the Fulfen Orchard which has been somewhat neglected in recent times. Next year will see a number of initiatives being implemented in this space which will include securing the expert advice and guidance of an arborist (a professional specialising in the care and management of trees); expanding the chicken stock; planting different species of flowers in the meadow area and introducing a bee colony into the orchard environment. The Headteacher felt there is great learning potential as a result of taking these next steps with all initiatives to be appropriately risk assessed before they are implemented. Governors welcomed the new ecosystem that will be realised through investing in this project which will add an extra dimension to a child's learning during their time at Fulfen Primary School.

6.3

The SLT believes strongly in enrichment activities that will broaden horizons for pupils and put them in a range of unfamiliar contexts. The Laches Wood residential, the Y4 base camp and the excursion to Paris for Y6 pupils were all given as examples of these cultural capital opportunities that are championed at every turn by school leaders/staff.

6.4

Governors were informed that the MP for Lichfield will be attending the School next Friday between 2.30 and 3.30 p.m. The focus of the visit will be to look at road safety and parking in and around the School site with the SLT no doubt taking the opportunity to highlight some of the challenges that have been faced in this area in recent months.

6.5

Recent fundraising activities that have been implemented at Fulfen were shared with Governors, some of which were reported on and highlighted in the previous set of Minutes.

6.6

Governor Challenge: As a final point, Governors asked how well the School is placed when it comes to forthcoming legislation changes around limiting the number of branded items schools can require children to have.

Mrs. Hawkins confirmed that uniform expectations at Fulfen remain cost effective with branded items kept to an absolute minimum. With no ties/blazers that need to be purchased, parents are limited to jumpers/cardigans and the PE top in terms of any branding requirements – an approach that is broadly accepted by the parent/carers community. Governors were informed there are no plans to change the current approach for the new academic cycle.

Resolved: That the Headteacher be thanked for her informative update.

7 Finance Update:

This was the point in the meeting when Mrs. Hawkins shared a budgetary update with Governors. She confirmed that all of the documentation that had been shared in advance of today's meeting had been discussed with Mrs. Poxon over the phone – the School's Finance Link Governor.

7.1

The first part of the update related to the audit of the School Fund for 2023-24. Governors received the audit summary which raised no significant areas of concern linked to this aspect of financial compliance.

Resolved: That the School Fund audit findings be formally accepted by the Governing Board.

7.2

Governors received an update on the health of the Main Budget, Nursery Budget and Club Budget with outturns shared as at 08.05.25 – **see Confidential Appendix.**

7.3

There was a requirement at today's meeting to formally ratify the Main Budget, Nursery Budget and Club Budgets for 2025-26. Mrs. Hawkins confirmed that following the dissemination and ratification of these Budgets, they would be uploaded to the Entrust Finance Team by 31.05.25 – **see Confidential Appendix.**

7.4

As an aside, Governors were asked to authorise the following virements when the Main School Budget carry forward amounts are allocated to the current year's Budget:

- Moving the garden budget – balance 31.0.25 - £1386.86 from Contingency to Learning Resources.
- Moving the forest school budget – balance 31.03.25 - £696.00 from Contingency to Learning Resources.

Resolved: That both virements be ratified with immediate effect.

7.5

Finally, Governors were informed that the Finance Audit Report from Staffordshire County Council (SCC) has finally been received. Once the Report has been checked for factual accuracy it will be shared with Governors at the final Governing Board meeting of the year.

Resolved: That Mrs. Hawkins be thanked for her hard work in preparing the budgetary overviews that were shared with Governors at today's meeting. Governors welcomed the format of the updates which gave real transparency to the way all three Budgets are planned, monitored and set for the next financial cycle. Governors were very much reassured by the overarching financial analysis that was provided with thanks also extended to Mrs. Poxon for the supportive role she plays out in this critical area of school life.

8 Premises Update:

Governors were given a brief overview of premises work that is either been completed or is scheduled for completion over the Summer Break (i.e. the roof repairs, the installation of gates at the top of the entrance to the School and the replacement of the sinks). Mrs. Hawkins added that a Premises Action Plan is currently being drafted that will scope out different works that are required across the School site in the coming years. Finally, the latest accident reporting was shared which is logged on My Health and Safety – a web based accident and incident management system. Governors noted all of these updates.

9 Policy Update:

Three policies were tabled for formal ratification at today's meeting – the Anti-Bullying Policy; the Online Safety Policy and the School Anti-Harassment and Bullying Policy.

Governors sought a number of points of clarification in relation to the three policies (for example, how issues around online safety are raised with parents and when the various forms attached to this policy need to be signed) but overall were happy to ratify the policy documentation.

Resolved: That all three policies be ratified with immediate effect.

The Alcohol and Drugs Policy had not been circulated in advance of the meeting. This policy will be added to the Summer Term 2 agenda.

Resolved: That the Alcohol and Drugs Policy be ratified with immediate effect.

10 Link Governance:

Link Governance has already been referenced in these Minutes. There was no further action to take at this point in the meeting.

11 Succession Plan:

The succession plan around governance will be carried over to the next governance forum.

12 Blood Kit:

The blood kit agenda item will be carried over to the next governance forum.

Resolved: That agenda items 11 and 12 be added to the Summer Term 2 agenda.

13 Reflection:

Governors will come together to reflect on the last 12 months at the July meeting. This will allow some views to be shared on both the successes that have been realised in governance and the areas of focus for the coming year.

14 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 items needed to be included as a Confidential Appendix to the Minutes:

- Minute 7.2 and Minute 7.3.

There were no further items/materials identified for exclusion.

15 Dates and Times of Future Meetings:

The final Governing Board meeting of the year will take place on Tuesday 8 July, 2025 at 5.30 p.m.

The meeting schedule has also been finalised for 2025-26 and can be confirmed as follows:

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 today's meeting.

The meeting was brought to a close by the Chair.

Chair

Date

Fulfen Primary School

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Action Matrix

Minute	HT	Action Required	Action Update
2	Chair	Approach Governors to ascertain future intentions in relation to role.	
3	Vice-Chair	Follow up on network contact.	
3	Vice-Chair	Add Link Governance to Autumn Term agenda.	
4	HT	Make March Minutes available as a public record.	
4	Chair	Sign ratified March Minutes.	
5	Vice-Chair	Ensure all Governors have responded to L1 Safeguarding request.	
9	Vice-Chair	Add referenced policy to Summer Term 2 agenda.	
12	Vice-Chair	Add blood kit and succession plan to Summer Term 2 agenda.	

Date of next meeting: Tuesday 8 July, 2025 at 5.30 p.m.

Absent Governors to be informed.