

Fulfen Primary School

Minutes of the Meeting of the Governing Board held in the School on Tuesday 30 September, 2025 at 5.30 p.m.

Present: Mr. Boardman (Co-Chair), Mrs. Ballett, Mr. Field, Mrs. Poxon, Mrs. Roughley, Mrs. Copper, Mr. Ritchie (Co-Chair), Mrs. Kilgallen

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

Governor	Role	Term Starts	Term Ends
Mrs. Ballett	Co-opted	05.07.25	04.07.29
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
Mr. Ritchie	Co-opted	30.09.25	29.09.29
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
Gap	Parent		
Gap	Parent		
Mrs. Kilgallen	Staff	23.07.22	22.07.26

1 Welcome and Introductions:

Governors were welcomed to the first governance forum of a new academic year by the Clerk. As is to be expected, the first meeting of any new academic cycle involves a full agenda with a range of governance matters needing to be agreed alongside the more strategic updates. Governors continue to struggle with Governor Space which is the online portal used to access documentation in advance of meetings. These feelings of frustration have been shared with Entrust (Governor Services) with the hope being that the technical issues currently being experienced are quickly resolved.

Governors made sure they asked questions and sought points of clarification in relation to the shared material. There was a high level of engagement throughout the governance forum as Governors look forward to the next 12 months and the school improvement priorities the SLT will be working on to drive the School forward on a number of fronts. There was also a staffing matter that was shared at the start of the meeting which has been recorded in a Confidential Appendix.

The meeting was quorate.

2 Apologies:

Resolved: That apologies for absence be received and accepted from Mrs. Witcomb, Mrs. Davies and Mrs. Dingle.

3 Election of Chair:

The first action of tonight's meeting was to elect a Chair of the Governing Board for the current academic cycle. Governors had discussed a possible Co-Chair model in a previous meeting.

Nominations were sought with both Mr. Boardman and Mr. Ritchie being put forward for the Co-Chair model. Both individuals were happy to take on these key leadership posts.

Resolved: That Mr. Boardman and Mr. Ritchie be elected Co-Chairs of the Governing Board up until their terms of office expire – 04.04.26 and 24.01.26* respectively – where this matter will need to be revisited.

*-This matter was subsequently superseded by the co-opting of Mr. Ritchie onto the Board. This takes the review period to the 1st meeting of the Autumn Term 2026.

Governors thanked Mr. Boardman and Mr. Ritchie for taking on this key strategic role. Both individuals will now discuss how the key accountabilities associated with the role will be carried forward.

4 Election of Vice-Chair:

There was also a requirement to elect a Vice-Chair at tonight's meeting. Nominations were sought and Mrs. Ballett was put forward – a role she was more than happy to carry out for the next 12 months.

Resolved: That Mrs. Ballett be appointed Vice-Chair of the Governing Board up to the first meeting of the Autumn Term, 2026.

5 Governing Board Matters:

This was the point in the meeting when a number of Governing Board matters were discussed.

Membership

The Co-Chair (Mr. Boardman) read out an email from Mrs. Wright that indicated she would be stepping down from her Governor role with immediate effect. Work related reasons were cited for this relinquishing of duties with all Governors wishing Mrs. Wright every success in her future endeavours.

A nomination was put to Governors to change the designation of Mr. Ritchie from Parent Governor to Co-opted Governor with immediate effect. It was felt this would retain some continuity with the role of Chair, it would ensure the skill set around health and safety is retained on the Board and it would mean the School can look to recruit two new Parent Governors to bring a different perspective on governance-related matters.

Resolved: That this nomination be carried. [TERM OF OFFICE will be 30.09.25 to 29.09.29]

The Headteacher will need to progress the two Parent Governor vacancies before the next meeting with an election to be held if more than two parents/carers step forward.

Resolved: That the Headteacher/Co-Chair (Mr. Boardman) take account of this action.

Resolved: That the Vice-Chair ensure Governor Space, GIAS and the School website are updated with the latest Governor membership information.

Confidentiality

Governors were informed that all discussions that take place at this meeting should remain confidential to the meeting. This also relates to the use of social media with Governors needing to exercise the necessary degree of caution when using social media platforms in relation to their Governor role.

Headteacher

There was a key strategic update relating to the Headteacher – ***see Confidential Appendix.***

Code of Conduct

The Board has a Code of Conduct that is available on Governor Space. All Governors must ensure they have read this document and signed up to it on this online platform before the Autumn Term 2 meeting.

Instrument of Government (IoG)

The Governing Board has an IoG in keeping with its maintained status. Governors need to be familiar with this legally binding document with their signatures to be captured on Governor Space.

Compliance

All Governors must ensure they have read and are familiar with the latest statutory changes to Keeping Children Safe In Education (KCSIE) before adding their signatures to Governor Space.

Governors had the opportunity to attend a L1 Safeguarding CPD input at the start of the Autumn Term where the details of these statutory changes would have been addressed in full.

In addition, it is assumed all Governors have now updated their business/pecuniary interests on Governor Space with any interests to be mirrored on the School website for audit purposes. The Vice-Chair also confirmed that all DBS checks for Governors are up to date as the School enters another academic cycle.

Resolved: That the Vice-Chair ensure Governor Space is up to date with all required Governors declarations/signatures. Any outstanding signatures will be chased up prior to the Autumn Term 2 meeting.

Declarations of Interest

No declarations of interest were made by Governors in respect of any specific items appearing on tonight's agenda.

Governor Contribution

Governors were thanked for their overall contribution to governance in 2024-25. The Vice-Chair reminded Governors that attendance at meetings is crucial to ensure all key stakeholder groups across the School community have a representative voice and the SLT is supported to drive through its programme of school improvement.

6 Minutes of the Previous Meeting:

Resolved: That the Minutes of the Governing Board meeting held on Tuesday 8 July, 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 Co-Chair (either) via electronic or hard copy signature.

Resolved: That either Co-Chair add their signature to the ratified minutes.

7 Matters Arising from the Previous Meeting:

The action matrix from the July set of Minutes was reviewed. The following progress update can be reported:

Minute	Action	RAG
3	A membership update has already been provided in these Minutes. The necessary follow up actions are being taken.	Amber
3	The need for Governors to ensure all compliance related tasks are completed on Governor Space will be actioned prior to the Autumn Term 2 meeting.	Amber
4	Governors have reflected on the presentation from Mr. Notman to inform their future practice.	Green
5	The May Minutes have been made available as a public record.	Green
5	The ratified May Minutes were signed by the Chair.	Green
6	The historical actions were dealt with at tonight's meeting albeit the blood kit will be taken offline for a discussion with the Governor who raised this particular aspect.	Green
7	Feedback on Governor Space has been shared with Entrust.	Green
13	The majority of the referenced items were progressed during the course of tonight's meeting.	Green

8 Reports:

Co-Chair and Vice-Chair's Actions

The Co-Chair (Mr. Boardman) and Vice-Chair confirmed that other than their involvement in a sensitive matter that will be recorded as a Confidential Appendix to tonight's minutes, no specific actions have been taken on behalf of Governors since the last meeting.

Link Governor Reports

As the academic year has only just got underway, there were no Link Governor reports presented at tonight's meeting. That said, both Mr. Ritchie and Mrs. Poxon did outline some ongoing engagement they have had around site security matters and the School finances in recent weeks. The finance-related matters were raised later in the meeting with Mr. Ritchie sharing the latest developments with a neighbour and a site access issue that was referenced in the last set of minutes. The Vice-Chair reminded Governors that following any kind of engagement with staff representatives, Governors should be looking to submit a formal report so it can be retained for audit purposes.

9 Safeguarding Update:

Mrs. Sturch confirmed that a formal Safeguarding report will be shared at the Autumn Term 2 meeting. For now, she provided a brief verbal update of any recent Safeguarding-related developments that Governors need to be aware of.

One key area of focus alongside the installation of new gates been to determine what extra measures need to be taken to safeguard children on site when a school-based event such as the School's harvest festival is planned. Steps have been taken to make these events ticket only with the date/time of events no longer being advertised on social media. The extra layer of security will mean somebody cannot just turn up without a ticket with leaders/staff fully aware of who is gaining access to the space that has been allocated for these events. Governors were informed that they too will need to go through the ticketing system if they wish to attend any of these school-based initiatives. Mrs. Sturch added that if somebody does by chance turn up without a ticket, there will be procedures in place to deal with this eventuality as nobody would want to see a parent/carers prevented from seeing their child represent the School in whatever activity is taking place. Mrs. Sturch added that the new procedure will be used to support some events throughout the Autumn Term with it being anticipated that the process will be embedded by the start of 2026. Governors welcomed this keynote development.

10 Curriculum Overview:

Governors were given at this point in the meeting a curriculum overview that celebrated some of the successes that have been experienced in the core curriculum areas of Maths and English as well as looking ahead to this year and some of the initiatives that will be rolled out and implemented.

Before looking at the specifics, Mrs. Sturch confirmed that there is a culture of sharing good practice at Fulfen with Subject Leads regularly asked to present subject updates/successes with the rest of the SLT. An example of a mock agenda was shared with Governors which indicated how these particular sessions will play out with the objective being very much around strengthening the School's collective effort in key areas and building capacity through the sharing of knowledge and understanding – particularly useful when staff/leaders for whatever reason cannot be in school.

Monitoring and evaluation of subjects is also a key ingredient with Subject Leads asked to focus on how well the vision for the subject is being embedded, the evidence base that can be used to monitor any progress made and the next steps that are planned to drive a subject forward. A triangulation technique is then used which encompasses lesson observations, book looks and staff/pupil voice to ensure what is coming across in meetings is actually being delivered at a local level.

Focusing firstly on Maths, Mrs. Sturch outlined some of the areas the Maths Lead and staff were working on last year which will be taken forward over the course of the next 12 months. These initiatives include discovery days; the continued roll out of Number Stacks (a practical learning input that uses a unique combination of stackable place-value counters and video tutorials to help children master the foundations of the number system); the use of scaffolding within lessons that supports pupils with different ways to access learning within the whole class focus; the need to ensure lesson planning and design are as robust as possible to ensure pupils are not getting stuck and are still making progress; the development of the EY Mastery Approach and increased opportunities for real world Maths and as a result enhanced cultural capital.

Mrs. Sturch went onto explain how some of these initiatives have already translated into positive academic outcomes with 73% of Y4 pupils securing full marks on the Multiplication Tables Check at the end of 2024-25 with 81% of Y6 pupils working at the expected standard or greater – very strong figures when compared to any national benchmarks that are available.

Governor Challenge: Governors asked for some of the contextual reasons that resulted in 19% of Y6 pupils not reaching the expected standard in Maths and also how Greater Depth Standard outcomes compare to available benchmarks.

Resolved: That Mrs. Sturch locate and share this information with the Vice-Chair. She added that data is always cohort specific with 'boys' and 'SEND' being two groups of pupils that feature heavily in the 19% of pupils that did not meet this performance threshold.

In terms of additional priorities, Mrs. Sturch highlighted the increased use of tailored lesson plans and having more pupils operating at the Greater Depth Standard as areas that will be progressed further over the course of this academic cycle.

The English update followed a similar pattern with a range of measures already implemented and being developed over the coming terms. These initiatives include the implementation of a new planning format which focuses on specific skills, key questions and progression, the use of the 'WAGOLL' mechanism within each unit of learning which describes/shows for pupils an example of high-quality work and is something they can practically achieve/aspire to and, finally, the enhanced planning support for ECTs to ensure they have the toolkit to thrive as they develop their own unique style and teaching approach.

Data in this area is strong with the following observations shared linked to last year's data set.

Y1 Phonics	87%	Up on national and previous year	
Y2 Phonics resit	75%	1 pupil did not meet the threshold (SEND)	
KS2 SATS	Reading	84% Expected	32% Greater Depth
	GPS	80% Expected	30% Greater Depth
	Writing	84% Expected	20% Greater Depth

Governors congratulated staff and leaders on this data set which compares favourably to any national benchmarks that have been published. These results not only validate some of the curriculum initiatives that have been deployed but they also indicate just how much work has gone on across the Key Stages to ensure by the end of the Y6 pupils can realise their academic potential.

Moving forward, Mrs. Sturch confirmed there will be a focus on ensuring staff are familiar with the new Writing Framework (a common approach to teaching Writing based on evidence and existing best practice) and a focus on improving the teaching and learning of spelling with a number of additional resources being explored in this area.

Governor Challenge: Governors welcomed this curriculum update. They asked some questions around end of Key Stage 1 SATS (no longer a statutory measure) and also whether any targets/predictions are captured at the end of Y5 to inform the interventions/booster sessions/revisited learning that may be required in Y6.

Mrs. Sturch outlined how pupil progress is tracked internally from the Reception Baseline Assessment to the end of Key Stage 2 to ensure staff/leaders know how pupils are progressing with their learning and what interventions may be required. This manifests itself in numerous ways with pupils sitting a Key Stage 2 SATs assessment at the end of Y5 to understand what

support structures need to be put in place for pupils the following year to maximise progress and their overall attainment.

As a final point, Governors asked to receive the relevant web based links so they can compare any school based performance with any benchmark data comparisons that may exist.

Resolved: That these web links be provided.

Parent Governors also were asked for any anecdotal feedback on whether they are seeing the positive impact of these curriculum initiatives on their children. They were extremely complementary in the feedback that was shared.

Resolved: That Mrs. Sturch be thanked for her curriculum update.

11 Financial Update:

The financial update was split into two parts with the first set of comments relating to the outcome of the Financial Audit and the second part of the update focusing more generally on the School finances.

Governors could see from the published Finance Report the timeline for the audit based activity. This had culminated in the Link Governor meeting with Mrs. Hawkins on 26.09.25 to go through the Audit with a view to feeding back to Governors and the School response to the Audit recommendations being sent back to the Auditor on 29.09.25 (all actions complete).

Mrs. Poxon felt that whilst the Audit Report will not be externally published, it is important that Governors look at the Report (when this is circulated) and understand where any improvements in practice and procedure need to be made. Whilst the School feels strongly that there were issues with the way the Audit was conducted, the reality is that there are some genuine feedback points in the Report that will be taken on board and actioned in the coming weeks/months as part of the overarching due diligence process that continues to be applied to the School finances.

Governor Challenge: Governors wanted a little more clarity on is the extent to which the Governing Board should become involved in the outcome of the auditing process.

Governors need to be reassured that the feedback received from the Audit experience has been enacted in full – potentially through the Finance Link Governor discussing this area through her engagement visits with Mrs. Hawkins and reporting back to Governors on any key findings. This action should be sufficient to reach the level of reassurance required.

To support the Governing Board, the Clerk confirmed he would contact Entrust (Governor Services) and confirm Governor expectations in this area – particularly in relation to Governors responsibilities when it comes to the Scheme of Delegation and SFVS alongside more general practice that need to be enacted around the School finances. Any feedback that is received will be shared with the Vice-Chair/Mrs. Poxon/Mrs. Hawkins prior to the Autumn Term 2 meeting.

Resolved: That the Clerk take account of this action.

Resolved: That the final Audit Report be shared with Governors.

The remainder of the financial update was shared – ***see Confidential Appendix.***

11.4

The moment could not pass without both Mrs. Hawkins and Mrs. Poxon being thanked by Governors for all of the scrutiny and due diligence that is exercised around the School finances. Whilst the recent Audit was a frustrating experience a line needs to be drawn under this activity with the key findings from the Audit implemented and the Governing Board fully understanding its remit when it comes to securing the necessary strategic remit around the School finances. It is hoped any information that is supplied by Entrust (Governor Services) may support this process.

12 Health and Safety Update:

Mrs. Hawkins was asked to share the latest health and safety update with Governors.

She began by talking Governors through the Asset Management Plan for 2025-26 which is a strategic document that outlines the vision and objectives for the development of the Fulfen school site. Sufficient detail was relayed in the meeting which covered the following areas – Safeguarding; EY Statutory Framework; Infrastructure: Formula Capital Expenditure; Buildings: Repairs and Maintenance; Resources: Large Item Expenditure and PE and Outdoor Equipment – with Mrs. Hawkins reassuring Governors that any spend is aligned with the SLT's school development priorities.

Governor Challenge: Other than asking about the number of quotes that need to be secured for particular works, clarifying why the ground work for the trim trail around the tyres is going to cost a sizeable £20K and querying some specific aspects around the tendering process, Governors were reassured by the site improvement plan that was shared with them at tonight's meeting with the reported costs all accounted for within the budgetary documentation.

Mr. Ritchie at this point added some additional context around how he supports health and safety compliance at Fulfen Primary School. He highlighted the ongoing meetings with the LA in this area which have been purposeful to date, how the relationship is set to develop with a new point of contact in place, general compliance related actions that need to be progressed to different timelines and the preparatory work that will be required as the School prepares for its next Health and Safety Audit. Governors felt this aspect of school life is in a healthy position with a strong collaborative working relationship developing between Mrs. Hawkins and Mr. Ritchie.

13 Policies:

The following policies were circulated in advance of the meeting:

- Complaints (and letter template)
- Safeguarding
SEND (and SEND Information Report)
- Whole School Pay.

Resolved: That all policies be ratified with immediate effect.

Governor Challenge: The Clerk exercised a word of caution in that some of the Clerk-related actions as listed within the Complaints Policy are not covered in the SLA. This is an area that will need to be discussed should a clerking input relating to a complaint be required in the future. Governors also asked whether the publication of the imminent White Paper around SEND provision may have implications for the associated policy and also as an aside whether the School needs an Allergy Policy in addition to a Supporting Pupils with Medical Conditions at School Policy.

Mrs. Sturch noted the first point, confirmed that the SEND Policy will no doubt be reviewed again in lieu of the White Paper and confirmed she would reflect on the third point outside of tonight's meeting before taking any appropriate action.

Resolved: That Mrs. Sturch reflect on the point made.

14 Link Governor Roles and Responsibilities:

This was the point in the meeting where Link Governor roles and responsibilities were reviewed. Governors were happy to keep their assigned areas with it being agreed that promotion/marketing (previously Mrs. Wright's designated area) does not need to be covered given it is more of a support role than a prime area.

The Vice-Chair reminded Governors of the procedure that needs to be followed when scheduling a Link Governor visit as well as the report requirements post visit. The Clerk added that the SEND/Safeguarding Link Governors should ideally be carrying out a visit in school each term with other Link Governor visits to be scheduled throughout the year. Governors noted these protocols.

15 Any Other Business:

There were a number of items of additional business that were referenced at this point in the meeting.

- An agreement was reached as to how mop up L1 Safeguarding training will be organised for Governors who were unable to make the original session.
- Hard copy signatures in relation to the Code of Conduct will be captured at the Autumn Term 2 meeting.
- Governors were asked to give a 'thumbs up' on What's App when messages are relayed – just so it is clear all Governors have seen any updates.
- Arrangements for ensuring all Governors have completed Prevent training were finalised.
- Governors discussed possible arrangements for celebrating the Headteacher's tenure at Fulfen Primary School.

Resolved: That the Vice-Chair/SLT progress any actions linked to the points above.

16 Reflection:

Governors were asked to reflect on 'What have we discussed at tonight's meeting that improves pupil outcomes?'

Reflections included the curriculum initiatives that will have positive spin offs for Fulfen pupils; the strong data outcomes that indicate the strength of offer at the School; the tight governance procedures that ensure pupils needs are always being discussed strategically in meetings; the actions taken in relation to financial matters to ensure the necessary strategic intent is being delivered; the intrinsic link between financial investment and positive academic/pastoral developments in pupils; the compliance related actions that keep the whole School community safe and, finally, the Safeguarding discussions that are aimed at supporting the needs of families and vulnerable pupils.

Governors were thanked for these reflections.

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

- Minute 5 and Minute 11.

There were no further items/materials identified for exclusion.

18 Dates and Times of Future Meetings:

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

Term	Date and Time
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 Co-Chair (Mr. Boardman) to thank all Governors for their attendance and contributions to tonight's meeting.

The meeting was brought to a close by the Co-Chair (Mr. Boardman).

Chair

Date

Fulfen Primary School

Minutes of the Meeting of the Governing Board held in the School on Tuesday 30 September, 2025 at 5.30 p.m.

Action Matrix

Minute	Owner	Action Required	Action Update
5	HT-Co-Chair	Progress Parent Governor vacancies.	
5	Vice-Chair	Ensure Governor Space, GIAS and School website are up to date.	
5	Vice-Chair	Ensure all relevant signatures/declarations have been captured on Governor Space.	
6	HT	Make July Minutes available as a public record.	
6	Chair	Sign ratified July Minutes.	
10	Mrs. Sturch	Supply requested Maths data.	
10	Mrs. Sturch	Supply referenced web links.	
11	Clerk	Seek feedback on finance point from Entrust.	
11	Mrs. Hawkins	Make Audit Report available.	
13	Mrs. Sturch	Reflect on policy query.	
15	Vice-Chair/SLT	Ensure all AOB matters have been progressed.	

Date of next meeting: Tuesday 2 December, 2025 at 5.30 p.m.

Absent Governors to be informed.