Ellingham & Woodton Primary Schools Federation

'To love our neighbour, enabling everyone to flourish and reach their full potential.'
Our inspiration comes from Luke 10:27

Full Governing Board Meeting

Thursday 2 October 2025 at 6.00pm
Ellingham CE VC Primary School

Minutes

Present:
Diane Perry-Yates DPY (Chair of Governors)
Dawn Thomas DT (Headteacher)
Terry Jones TJ
Rob Grimm RG

Apologies:
Julie Pickering JP
Vicky Wood VW
Alison Snelling AS

In Attendance:
Christopher Perry-Yates CPY (Governance Professional)

Item No.	Item and discussion	Owner	Target Date
1.	**Register of Attendance and Apologies** Apologies had been received from Julie Pickering, Vicky Wood and Alison Snelling. All other governors were present and accepted these apologies. The Governance Professional advised that the meeting was quorate. The Chair of Governors advised that Sarah Denny had resigned as a governor after 10 years of dedicated support of the Federation. Governors recorded their thanks.		
2.	**Declaration of pecuniary and business interests:** There were no new pecuniary interests declared.		
3.	**Election of Chair and Vice-Chair:** ***Election of Chair of Governors*** The Governance Professional chaired the election of the Chair of Governors. It was proposed by the governing board that Diane Perry-Yates be elected as Chair of Governors. **Proposed: DT Seconded: TJ** **All voted in favour with no abstentions**		

Signed: ……

	Election of Vice-Chair of Governors The Chair of Governors chaired the election of the Vice-Chair of Governors. It was proposed by the governing board that Terry Jones be elected as Vice-Chair of Governors. **Proposed: DPY Seconded: DT** **All voted in favour with no abstentions**		
4.	**Minutes of the previous meeting on 26 June 2025:** The minutes of the previous meeting on 26 June 2025 were reviewed. It was agreed that these were a true record, and they were signed by the Chair. **Proposed: DT Seconded: TJ**		
5.	**Matters arising from the last meeting:** The actions from the previous meeting were reviewed. AP1 (c/f): Chair of Governors and Executive Headteacher to liaise over a date for governors to meet with the Science Ambassadors. Action closed. AP2 (c/f): Governors to undertake Safeguarding for Governors training. Q (TJ): How can we support the Writing improvements? A: Governors can assist through monitoring Writing and speaking with the class teachers.		
6.	**Circle Model Terms of Reference (ToR):** The governing board agreed to adopt the Circle Model of Governance ToR. **Proposed: DPY Seconded: TJ** **All voted in favour with no abstentions.**		
7.	**Governor declarations:** ***a) Confirmation of declarations*** All governors agreed to complete their declarations on GovernorHub. i. Register of Business Interests ii. Governors Code of Conduct iii. Keeping Children Safe in Education 2025 Governors agreed to abide by the code of conduct. **ACTION: All governors to make their declarations on GovernorHub**	AS	10/10/25

Signed: ……

8.	**Review governing board membership:** The Governance Professional advised that there were vacancies on the governing board: 1 co-opted, 1 parent, 2 Foundation (Bishops Appointed and PCC Appointed) and 1 LA governor. All governors were asked to forward on details of anyone that they felt may be interested in becoming a governor. **ACTION: Governance Professional to send the parent governor pack to the Executive Headteacher.**	CPY	10/10/25
9.	**Link Governors:** The link roles were reviewed. It was agreed to circulate a list of roles as follows: Attendance: FGB Safeguarding: DPY SEND: TJ Pupil and Sports Premium: JP Finance: DPY Premises and Health & Safety: RG GDPR and Cybersecurity: TJ RE and Collective Worship: DPY Schools of Sanctuary: DPY Website: DPY Early Years: JP Curriculum: FGB **ACTION: Circulate Link Governor role descriptions.**	CPY	10/10/25
10.	**Panel for Headteacher's Performance Management (HTPM):** It was agreed that the HTPM panel would continue as DPY, RG with the support of an external consultant from VNET. **ACTION: Governance Professional to circulate the HTPM training to RG.**	CPY	10/10/25
11.	**Executive Headteacher's report:** The governing board reviewed the Executive Headteacher's report. A copy had been circulated prior to the meeting and can be found filed with these minutes. The Executive Headteacher advised that intake for Reception was 7 at Ellingham as two children had been back classed. Q (RG): Have admissions been that low before? A: No. This is due to the low birth rates.		

Signed: ……

	The Executive Headteacher advised that another child had been removed from roll due to support provision at another school. The Published Admissions Number (PAN) at Woodton of 7 had been achieved. Q (RG): Do we track reasons why children are leaving or joining? A: Yes. The Executive Headteacher advised that one month trial had been offered to a new Midday Supervisory Assistant (MSA). Governors were advised that attendance numbers were impacted by the fact that it had only been four weeks since the start of term. There was one seriously absent child at Ellingham and the family was being supported and the situation was being monitored. Another child with attendance just above 50% was also being monitored due to taking unauthorised absence for a term-time holiday. Q (RG): What are the ramifications for the school? A: We hold Target Support Meetings (TSM) to discuss attendance figures with the Attendance Team at the Local Authority. Q(DPY): How are the staff absences (e.g. bereavements, resignations) being managed to minimise impact on pupils, and what contingency plans are in place if this continues? A: SLT cover this on the whole along with other teachers who will cover where they can. Q(DPY): With SEND levels above national at both schools (22% and 23%), how is provision being monitored to ensure these pupils make good progress, and how are staff supported to meet these needs? A: The Deputy Headteacher carried out a staff meeting to cover SEND provision and INDES (Individual Needs Descriptors in Education Settings). There are Pupil Progress meeting every term with staff discussing SEND children. Q(DPY): What measurable impact have we seen so far from Pupil Premium spending (e.g. after school clubs, dyslexia outreach, PiXL), and how do we track whether interventions are closing gaps? A: We update the strategy each year. Q(DPY): Can governors have assurance that the strategies in place for pupils with challenging behaviour at Woodton are effective, and how is progress being monitored with parents? A: We liaise with parents closely. One child is starting to settle, and the other is more complex, and we are working with the Complex Needs Team and Steps Behaviour Team.		

Signed: ……

	Q(DPY): KS2 combined attainment at both schools remains below national – what strategies are being implemented this year to accelerate progress, particularly in writing, and how will governors be updated on impact? A: We are working with VNET, specifically in Writing. All the research says that it takes time to embed changes. Q(DPY): Year 4 Multiplication Tables Check (MTC) average score for Ellingham 18.7% is below national average 20.6% (2024) and Woodton 22.2% what actions are we taking to improve this? A: We have a new teacher. The previous teacher had not been as willing to engage with the process. Q(DPY): With significant Pupil Premium and Sports Premium funding, how do leaders ensure spending decisions align with school priorities and deliver value for money? A: We follow the guidance and review spending at budget revisions. We have reviewed what transport we can afford to get to events. We prioritise for children at both schools. Q(DPY): KS2 combined attainment at both schools remains below national - what strategies are being implemented this year to accelerate progress, particularly in writing, and how will governors be updated on impact? A: We deliver through Quality First Teaching. Q(DPY): How are enrichment activities (e.g. Samba lessons, residential, spirituality days) evaluated to ensure they support the school's vision of "Challenge, Nurture, Inspire" and impact positively on pupils' personal development? A: These are monitored through pupil and staff voice. We have feedback forms for the residentials and monitor what it happens live as well. Governors discussed the approach to the Executive Headteacher report, and it was agreed to create summary reports for 3 meetings and full reports for the other 3 meetings.		
12.	**School Improvement and Development Plan (SIDP) and SEF (Self Evaluation Form) 2025-26:** The governing board received an overview of the main priorities for the 2025-26 SIDP. The main priorities were noted as: Priority 1: Writing Priority 2: Curriculum		

Signed: ……

	Priority 3: Reading Priority 4: Online safety Priority 5: Spirituality Priority 6: Behaviour The Executive Headteacher advised that priority 5 and 6 had swapped to provide more emphasis on Spirituality. The Chair of Governors advised that the SIDP should be used when monitoring to focus on priorities. The Executive Headteacher advised the SEF would be written based on the new Ofsted Inspection Framework. Governors approved the priorities in the SIDP.		
13.	**Pupil Premium report:** The Executive Headteacher advised that this would be presented at the next meeting.		
14.	**Resources items:** ***a) Latest BCR (Budget Control Report)*** The governing board reviewed the BCR for September 2025 for each school. A copy had been circulated prior to the meeting and can be found filed with these minutes. Governors discussed the potential of federating the budgets. It was noted that this had previously been turned down by the Local Authority, and it was agreed to approach the LA again. ***b) Educational visits*** The Executive Headteacher advised that a residential for Years 5 and 6 had been arranged to Aylmerton. All risk assessments had been undertaken. ***c) Approve the Norfolk Scheme for Financing Schools and Finance Procedure Manual*** Governors reviewed and approved the adoption of the Norfolk Scheme for Financing Schools and Finance Procedure Manual. **Proposed: DPY Seconded: TJ** ***d) Premises and Health & Safety update*** It was agreed to arrange a Health & Safety walk around both schools. **ACTION: RG to liaise with the Executive Headteacher to arrange a Health & Safety Walk.**	RG	31/10/25
15.	**SIAMS (Statutory Inspection of Anglican and Methodist Schools):** ***How is the school's Christian vision understood and lived out by staff, pupils, and parents? (relates to evidence for IQ1)*** The governing board reviewed the SIAMS SEF. A copy had been circulated prior to the meeting and can be found filed with these minutes. The SEF		

Signed: ……..

	was approved. The Executive Headteacher advised that children were taught about being aware and respectful of the whole community and the global community. The vision and values were displayed throughout the schools. Children discussed the vision and values in Collective Worship. Values led Collective Worship took place on Mondays with reflection in the classrooms. Each half-term was value led with links to the good Samaritan. The vision underpinned everything that the Federation did which was recognised as Schools of Sanctuary. Governors were advised that the vision was shared annually with the whole community, and it was reviewed annually with staff. The vocabulary of the values was evident through the way that children were with each other. The Executive Headteacher advised that she would revisit the SIAMS SEF with staff to ensure that it covered all that the school was doing. It was noted that the vision and values had been last revisited in 2019, and it was felt that some of the values were harder for children to understand such as Aspiration. It was felt that there was time to review this overall. It was felt by staff that 3 values would be easier to remember. It was also agreed that the vision statement needed to be shorter and snappier and ensure that it reflected the Federations ethos. Governors agreed to form a collaborative working party to revisit the vision and values.		
16.	**Annual Governance Statement:** The governing board reviewed the draft Annual Governance Statement. Copies had been circulated prior to the meeting and can be found filed with these minutes. The Annual Statement was approved.		
17.	**Policies reviews:** The governing board reviewed the following policies. Copies had been circulated prior to the meeting and can be found filed with these minutes. ***a) Attendance policy*** ***b) Behaviour policy*** ***c) Behaviour statement*** ***d) Collective Worship Policy*** ***e) Pay Policy*** ***f) Performance Management Policy*** ***g) Safeguarding policy*** ***h) Staff code of conduct*** ***i) Whistleblowing policy*** It was agreed that for B3.1 the governing board should adopt Option 1. The policies listed were approved and adopted *en bloc*.		

Signed: ……..

	Proposed: DPY Seconded: TJ **All voted in favour with no abstentions.**		
18.	**Governor training:** The Chair of Governors advised that she had attended a webinar regarding the new Ofsted Inspection Framework. TJ advised that he had undertaken Governor Monitoring. Governors were reminded that they had to undertake safeguarding training.		
19.	**Governor Monitoring Schedule:** The Chair of Governors agreed to put a monitoring schedule together based on the link governor roles. **ACTION: Chair of Governors to circulate a governor monitoring plan.**	DPY	31/10/25
20.	**Reflection: How have our discussions today enabled the children and staff to flourish and reach their full potential:** • Ensured that there is a fully functioning governing board with all link governor roles filled. • Agreed policies for the effective operation of the school. • Loving our neighbour by making FGB meeting times forward for staff wellbeing.		
21.	**Date of next meeting:** 20 November 2025 at 5.00pm at Woodton Primary School. **ACTION: Governance Professional to amend the start times of future meetings.**	CPY	10/10/25

Meeting closed at 7.37pm

Action log:

Item No.	Action Description	Owner	Target Date
7	All governors to make their declarations on GovernorHub	AS	10/10/25
8	Governance Professional to send the parent governor pack to the Executive Headteacher	CPY	10/10/25
9	Circulate Link Governor role descriptions	CPY	10/10/25
10	Governance Professional to circulate the HTPM training to RG	CPY	10/10/25
14d	RG to liaise with the Executive Headteacher to arrange a Health & Safety Walk	RG	31/10/25

Signed: ……

19	Chair of Governors to circulate a governor monitoring plan	DPY	31/10/25
21	Governance Professional to amend the start times of future meetings	CPY	10/10/25

Signed: ……..