

Please forward any matters relating to the Minutes below to:
THE CLERK TO THE GOVERNORS

Stoke Bishop Church of England Primary School
FULL GOVERNING BODY MEETING – TERM 1
Held on Monday 22nd September 2025

DRAFT Minutes

PRESENT:

FOUNDATION

Jema Ball (JB)
Sue Rees (SR)

MEMBERS

Paul Wake (PW)
Stephen Cottam (SC)
Yvonne Wyatt (YW)

PARENT GOVERNORS

Sophie Summers (SS)
James Wiggins (JW)
Michael Hordon (MH)
Richard Eaves (RE)
Dave Tilley (DT)
Michael Barnes (MB)

STAFF

Darren Hunt (DH) Co Head Teacher
Vickie Melton (VM) Assistant Head
Teacher
Ann Smith – School Business Manager
Sara Bartlett (SB) – Clerk to Governors

ITEM	MINUTES	ACTION						
386.1	<p>Welcome</p> <p>Welcome, Apologies for Absence and Opening Prayer</p> <p>Apologies were received from Rachel Powlesland (RP) and Yvette Kydd (YK) which were accepted by the Governing Board.</p> <p>Introductions were made to our new governors Stephen Cottam (SC) and Yvonne Wyatt (YW). We also have another new governor David Wolstenholme joining us this year who is currently away on holiday.</p> <p>JB led the opening prayer.</p>							
386.2	<p>Declaration of Pecuniary Interests</p> <p>Governors were reminded to update their Declarations of Interest on GovernorHub just before or just after each FGB.</p>							
386.3	<p>Appoint New Governors</p> <table border="0"> <tr> <td>Stephen Cottam (SC)</td> <td>Member Appointed Governor</td> </tr> <tr> <td>Yvonne Wyatt (YW)</td> <td>Member Appointed Governor</td> </tr> <tr> <td>David Wolstenholme (DW)</td> <td>Co-opted Governor</td> </tr> </table> <p>The formal appointment of new governors, SC and YW today has already been supported by the Members.</p> <p>In addition, governors voted to appoint DW as a co-opted governor as he has useful skills in project management.</p> <p>AS & SB will register the newly appointed governors on GIAS and Companies House. SB will email GovernorHub invitations to the new governors.</p>	Stephen Cottam (SC)	Member Appointed Governor	Yvonne Wyatt (YW)	Member Appointed Governor	David Wolstenholme (DW)	Co-opted Governor	AS & SB
Stephen Cottam (SC)	Member Appointed Governor							
Yvonne Wyatt (YW)	Member Appointed Governor							
David Wolstenholme (DW)	Co-opted Governor							
386.4	<p>Elect Co-Chair and Vice Chair</p> <p>Governors voted unanimously for SS and JW to continue as Co-Chairs.</p> <p>Governors voted unanimously for JB continue as Vice Chair.</p>							

<p>386.5</p> <p>386.6</p> <p>386.7</p>	<p>Review Code of Conduct & Governor Code of Practice</p> <p>This is an annual task for all governors to please confirm on GovernorHub that they have read these documents and agree to abide by them.</p> <p>Scheme of Delegation -Responsibility of Governing Body</p> <p>This document is reviewed annually and available to read on GovernorHub. Governors agreed they were happy to approve this for the forthcoming year.</p> <p>Governor Skills Audit</p> <p>Our new governors will be asked to complete this. SB will email a template to them.</p> <p>It is also good practice for our existing governors to review their Skills Audit and please let SB know if anything needs to be updated.</p>	<p>All governors</p> <p>SB</p> <p>Existing governors</p>
<p>387</p> <p>387.1</p> <p>387.2</p>	<p>Minutes from the last meeting held on 7th July 2025</p> <p>Approval of Minutes</p> <p>The minutes were approved and will be available on the school website.</p> <p>JW to sign these electronically on GovernorHub.</p> <p>Matters Arising & Review of Action Points from last meeting</p> <ul style="list-style-type: none"> - DT has now completed the Safer Recruitment training. SB to update the training spreadsheet. 	<p>SB</p> <p>JW</p> <p>SB</p>
<p>388</p>	<p>Safeguarding</p> <p>Annual KCSIE 2025 update on significant changes</p> <p>VM gave a presentation on the key changes to the KCSIE statutory guidance and to make governors aware of what we are doing in school. A copy of this is available to read on GovernorHub.</p> <p>VM reminded governors that safeguarding is the responsibility of all of us.</p> <p>Safeguarding is an agenda item for each FGB meeting.</p>	
<p>389</p>	<p>Headteacher Report</p> <p>DH has produced his report in a format based on the new Ofsted Framework to update governors on certain areas, (available to read on GovernorHub). Governors said they liked the new format.</p> <p>Ofsted inspections are starting in January 2026. There is an option to nominate a staff member to liaise with inspectors. The initial call from Ofsted will be over a video link instead of a phone call which is new. Lizzie our SIA is an Ofsted Inspector and is visiting school on 6.10.25 so can share lots of helpful tips with us.</p> <p>Governors' considerations (taken from Ofsted guidance)</p> <p><i>Decide on a nominated inspection contact.</i></p> <p><i>To familiarise themselves with the framework and what Committee's they sit on.</i></p> <p><i>Track updates and resources from SLT to prepare for November.</i></p>	

Demographics - Numbers have gone up by 10 pupils and a much small number of children are going off to the private sector. 1 child left then came back. We have received lots of interest in places and DH has been showing lots of families around.

Genders have changed in that it used to be boy heavy but now there are more girls. This cohort is the first cohort born after the last lockdown of COVID and they have settled in really well.

Governor Question: Summer born children – is there a difference?

There are some differences in personal development but not much. Some parents ask to defer but boy's personal developments tend to be a bit more delayed anyway, where as social and emotional development is normally fine.

Governor Question: Has the transition to Arbor gone smoothly?

Yes and we are now using Arbor for our management information system and online payments. We are still learning about what else it can do and fortunately our new office manager is already familiar with it. We have started using google forms which staff and parents can now use and these are all in one place on google. We are trying to move away from our inhouse server to be completely cloud based. Our server is coming to the end of its life so we are hoping that we will be able to replace it with a smaller one. Arbor is web based and still used in the office.

Governor Question: Are you happy with the security for the above?

Yes, Trading with Schools (TWS) manage this overall for us.

Governor Question: How do you define an EAL child?

The EAL funding is changing in a positive way. AS has attended training for this. For example, if the mother is English and the father is Spanish, the child may speak perfect English but will still be eligible for EAL funding.

Each EAL child gets additional funding. Proof of this has to be confirmed by parents and is not a decision that can be made by the school. We have a combination of 28 different languages in school and it is amazing to bring these different cultures to the school. We have actively contacted parents and explained this adjustment. Some EAL children will need extra support and we want parents to understand it is not something to be hidden as it reflects the diversity of the school.

Absence Figures

There has been a good overall improvement in absence figures since this time last year. Parents are communicating better with some not booking holidays until they have spoken to us while others are still going ahead and booking anyway. One parent rang in to report their child as sick when they were actually on holiday. When we have sufficient evidence, we can approach the family, we will then do a home visit and they will receive a penalty notice. DH confirmed the reduction in percentage of persistent absence, is in percentages rather than people (a percentage reduction). When this difference is expressed as a proportion of last year's rate, it equates to a 30% decrease.

Governor Question: Phonics has a 90% pass in Year 1 but only 92% in Year 2. Why is this?

There are a few children who have narrowly missed the expected standard, however, there should not be any children who have not completed their phonics by the end of Year 2. DH explained that the English Partnership from St Peters in Portishead have done a phonics assessment in school, they have been observing teachers and intervention groups and spent time in Year 1. They were complimentary saying we are amazing and that they are happy to be working with us.

SDP – We have just the one version of the SDP on Google which is a working document so when Committees are reviewing it at different points in the year, they will be able to access this. SS and PW will look at this and let DH know if they have any questions.

SS & PW

390	Governor Updates	
390.1	<p>Governor roles for 2025-26</p> <p>Governor roles will be staying the same as last year. Please see 'Committees and Link Governor Structure 25-26 Draft Sept 25' on GovernorHub.</p> <p>In terms of committees:</p> <p>SC will join the Personal & Development Committee. YW will join Quality of Education Committee. DW will join the Leadership & Management Committee.</p> <p>YK has now stepped up to Chair of Quality of Education.</p> <p>Future dates for Subject Link meetings are:</p> <p>3.12.25 4-5pm 17.6.26 4-5pm</p> <p>New governors have been assigned the following groups and buddies:</p> <p>SC - Group 2 subjects, SR as buddy YW - Group 1 subjects, DT as buddy DW - Group 3 subjects, SS as buddy</p>	
390.2	<p>SDP Governor updates</p> <p>This document is available to read on GovernorHub.</p>	
390.3	<p>Governor Training</p> <p>Bethany Honeysett is the new Government Development Service (GDS) Officer within BCC.</p> <p>JW will attend the next Bristol Chairs Network meeting.</p> <p>If any of our governors wish to do any training, please let AS know first before booking. Please then let SB know once completed so she can update the training spreadsheet.</p>	<p>JW</p> <p>All governors</p>
390.4	<p>2025-26 FGB Meeting Dates & Committee Dates</p> <p>SB has sent out calendar invites to governors for the meetings they are involved in. SB will do the same for our new governors.</p>	<p>SB</p>
390.5	<p>2025-26 Focus for FGB meetings</p> <p>Term 2 – AGM Term 3 - TBC Term 4 – Governor Day including input from SIA's Term 5 – TBC Term 6 – Results</p> <p>If governors want a focus on anything for future meetings, please let SS know.</p>	<p>SS</p>

<p>391</p> <p>391.1</p> <p>391.2</p>	<p>Policies</p> <p>Health, Safety & Well Being Policy</p> <p>AS explained there are no significant changes to the policy, just a few around roles and responsibilities with staff starting and leaving. The policy has already been reviewed and discussed in the July Safety Committee meeting.</p> <p>Governors formally approved the policy today.</p> <p>Safeguarding & Child Protection Policy</p> <p>There have been very minor changes this year but none of which have changed our practice. VM has updated it for changes notified by Keeping Bristol Safe Partnership. Our Safeguarding governor, SS has already gone through the policy in detail.</p> <p>Governors formally approved the policy today.</p>	
<p>392</p> <p>392.1</p> <p>392.2</p>	<p>Committee Reports</p> <p>Finance</p> <p>July 2025 Management Accounts</p> <p>AS reported that as of 31.8.25, we were forecasting a small surplus of £2k by the end of the year. This is a big difference to the original £26k deficit we were forecasting at the beginning of the year. Rebecca Golder (Accountant) is currently finalising the year end numbers but we are not expecting this position to change significantly.</p> <p>Governor Question: We are not being given enough funding so how are we supposed to achieve a balanced budget? Is it by making cuts?</p> <p>A lot of NW24 schools are struggling with their budgets and many schools are operating with an in-year deficit budget. The main reason for this is that teachers' pay rises are only being partially funded and support staff pay rises are not being funded at all. These are continuing issue which is affecting all schools.</p> <p>We have more children this year (currently 407, compared with 398 in the Oct 2024 census) which is good news as this will mean additional funding for the 2026/27 budget.</p> <p>Academies Trust Handbook Changes</p> <p>This gets updated every year and is something we have to comply with. AS summarised the key changes to the handbook, which include providing trusts with further guidance on procurement and also estates management and new digital and technological standards.</p> <p>The changes are available to read on GovernorHub.</p> <p>Audit Plan</p> <p>AS shared Bishop Fleming's annual audit plan with governors which sets out an overview of their audit work and highlights key aspects of the audit.</p> <p>Bishop Fleming will be carrying out their year-end audit during the week commencing 13th October 2025.</p> <p>Quality of Education</p> <p>The Terms of Reference was agreed in the last meeting. There was a suggestion of trying to get data driven metrics into the SDP, including how to measure children learning about sustainability.</p>	

	<p>We have been using 'Lets go Zero' to put our climate action plan together which is the national campaign for all schools, colleges and universities to become zero-carbon by 2030. AS, DH, Mr Arnel, Mr Thwaites and the children have been involved in this as well as some members of the PTA.</p> <p>Governor Question: Is there a duty to ensure that everyone knows about sustainability? The DfE requires educational settings to have a sustainability lead and a climate action plan by 2025. The school has a plan in place which will involve staff and children.</p> <p>392.3 Leadership and Management – The committee has not yet met this term.</p> <p>392.4 Personal Development</p> <p>Safeguarding and the SDP were discussed in the meeting last week. The SIAMs inspection could happen at any time, this is separate from Ofsted as this is just for church schools and the outcomes will be quite broad. The committee will check the website to ensure the SIAMS related information is up to date and will also put a Collective Worship overview on there. JB, SR and RP are the governors involved in SIAMs. The inspectors will pick a thread and if they feel they would like to speak to a governor, they will request this.</p> <p>Governor Question: What happens if we fail the inspection? They will come back in 6 months and check the areas we had to work on.</p>	
<p>393</p> <p>393.1</p> <p>393.2</p> <p>393.3</p> <p>393.4</p> <p>393.5</p> <p>393.6</p>	<p>Link Governor Reports/Updates</p> <p>Equality, Diversity & Inclusion, Statutory Report (SEN, PP, CiC) – Nothing to report.</p> <p>Health & Safety – The group have not met this term yet. There are major leaks in the roof which need attention. The leaks are quite significant in the library. We will may need to use money from our reserves, to fund these repairs.</p> <p>EYFS – All settled in. VM and RH will meet to discuss after half term.</p> <p>Church Links – JB reports that things are operating at reduced capacity without RP but she is hoping to continue supporting school while she is off.</p> <p>Pupil Voice – RP usually does this around Easter. VM is doing Pupil Voice around advocacy and spirituality.</p> <p>SS said if there is anything you want Governors to be involved in please let her know.</p> <p>PE – Nothing to report.</p> <p>GDPR Annual Compliance report – One West One West, our Data Protection Officer carry out 3 audits over the course of the year and these have been really positive and supportive. AS shared their annual compliance report which gave the school an overall score of 92%.</p> <p>We have been working on data retention and going through this process to delete older electronic documents that we do not need anymore. This takes time but we are committed to sorting this out this year. Staff have been given notice that emails will be archived after one year and deleted after two years.</p> <p>Governor Question: Do staff have guidance on what emails need to be kept and what to delete?</p> <p>Staff have been told to save any emails that they may need to refer back to in the future and anything important should be saved on the schools' servers or the google drive. CPOMS should be used to log any safeguarding issues and I AM Compliant is used to log H&S concerns. Contracts for services are saved separately from emails on the servers.</p>	

393.7	<p>Governor Question: If someone was blaming the school for something – would that be recorded in any other format? See above comment.</p> <p>Risk Review – The Risk register is where we highlight key risks which we may think the school is facing. This is a live document which is updated throughout the year as risks evolve. No changes were noted.</p>	
394	<p>Correspondence</p> <p>JW has received a thank you card from David Forrester who is enjoying his retirement.</p>	
395	<p>AOB</p> <p>None.</p>	

The meeting closed at 6.21pm

Date of the next meeting: Monday 1st December 2025

AGM - 4.00pm, in school

FGB – 4.30pm, in school

SIGNED: **DATE:**