

Minutes of the meeting of the Governing Body of Guildhall Feoffment Community Primary School held at the school at 3.30pm on 29<sup>th</sup> April 2025.

Present: Ros King (RK) Chair  
 Andy Matthews (AM) Headteacher  
 Kristian Lee (KL)  
 Lydia Mahoney (LM)  
 Meghan Rich (MR) (part)  
 Tiffer Robinson (TR)  
 Ben Tanner (BT)  
 Fiona-Catherine Thompson (FCT)  
 Stephanie Ward (SW)

Henry Petchey (Pupil Governor)  
 (part)

In attendance: Hazel Crane (Governance Professional)

<b>1</b>	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>	
1.1	No apologies for absence were received.  Apologies for absence were received from Lara Knights, Sumathi Sundram, and Shan K - Don.  Emma Rees had resigned.	
1.2	Governors consented to these absences.	
<b>2</b>	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
2.2	Governors noted the requirement to update the register of pecuniary interests and to publish it on the school's website.	
<b>3</b>	<b><u>CHAIR'S ACTION / UPDATE</u></b>	
3.1	The Chair confirmed that no action had been taken	
3.2	The Chair gave the following updates:  The Chair kept trying to follow up on the solar panels.	
<b>4</b>	<b><u>ANY OTHER URGENT BUSINESS</u></b>	

	<p>There was no urgent business.</p> <p>RK took item 6 and asked Henry Petchey, pupil governor to give his report:</p> <p>The school council had been involved with compiling menus with the school kitchen. The feedback was that the pepperoni pizza, tapas and soup were popular. They would be including some questions regarding school meals in the next questionnaire which would go out after half term.</p> <p>They are compiling a questionnaire for all pupils and would ask about the library and subjects children would like to have more of. They will be considering the secondary schools' proposals for changes to the transition process for year 6 to secondary school. They have also been looking at the Science Curriculum and the improvements they could make here. Henry said the children did not like the knowledge organisers and wanted more practical work and had found the 'ask the expert' careers talks by visiting speakers variable. Pupils have been involved with the residential too. They have been interested in how children get to discuss their work especially their oracy.</p> <p>The new food recycling bins have not been used correctly.</p> <p><b>BT asked if the feedback regarding the transition related to this current year 6?</b> AM said this related to the current years 5 and 6.</p> <p><b>RK wanted more detail on 'ask the expert'.</b> Henry suggested that show rather than tell would be better.</p> <p><b>TR asked about the school dinners and asked if more people were having the dinners?</b> Henry said yes, some pupils have switched.</p> <p>AM said the annual pupil questionnaire was postponed due to Ofsted and then they decided to wait until after SATs to complete another one.</p> <p>Henry left the meeting at 3.50pm.</p>																																									
<b>5</b>	<b><u>MINUTES</u></b>																																									
5.1	<p>The minutes of the meeting held on 25.3.25 (copy on Governor Hub) having previously been circulated, were <b>confirmed</b> and signed by the Chair</p> <p>A governor thought the minutes were accurate and very detailed.</p>																																									
5.2	<b><u>Matters arising from the minutes</u></b>																																									
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<b>6</b>	<b><u>PUPIL GOVERNOR</u></b>																																									
6.1	This item was completed earlier in the meeting. See above																																									

7	<b><u>HEADTEACHER'S REPORT</u></b>	
7.1	<p>Governors received a written report from the Headteacher including:  Documents uploaded to Governor Hub included:  Headteacher's report  Safeguarding report.  Attainment Overview pupil Premium and no SEND Spring 2025  Attainment Overview for all years 1-6  Attainment Overview Pupil Premium  Attainment Overview Reception 7 Prime areas Spring 2025  Attainment Overview SEND pupils  Progress Overview all years 1-6  Progress Overview 7 Prime Areas</p> <p>The Headteacher informed governors about the closer federation of LA schools around Bury St Edmunds. The Headteacher said he was exploring this with other maintained schools. Ofsted inspectors had asked about the extent of the school's partnership working with other schools. Since we do not wish to join an academy a soft federation with other maintained schools could be beneficial. Schools include 2 secondaries King Edward VI, and Thurston, and a range of primary schools in the surrounding areas of Bury. A soft federation means that each school would keep their own governing body, but they would collaborate on a range of issues e.g. with CPD for staff; IT; caretaking; thus potentially saving money; and there would be an opportunity for Chairs of governors to liaise. So far, there has been one meeting, with another planned for 9 June where they are proposing to draw up a Memorandum of Understanding. The DFE have said that forced academisation is no longer on the cards. Rather than engaging in the wider LA scheme for mutual help where schools are often partnered a long way away from each other, this will enable local schools to develop meaningful working relationships of small groups of schools within the federation AM added this would have an impact on role of the Bury Education Partnership.</p> <p><b>TR asked if the smaller groups of schools would be federations?</b>  The Headteacher said they would be known as Triads rather than federations and it was about looking at the groups of schools as a whole and how they fit and work with each other.</p> <p><b>TR asked if this would help the PAN issues?</b>  The Headteacher said no.</p> <p><b>KL asked if this was being driven by anyone in particular?</b>  AM said not really, he had been talking with other Heads and how they could collaborate and after some conversation they found that there were some very isolated schools nearby that would benefit from a federation. He added that the West Suffolk area could be kept, and they could retain working with their SIPs in that area.</p> <p>FCT said they would be talking and connecting with the same sort of people.  The Headteacher said he had been part of a federation before in Cambridge and he said it was about co-ordinating all the different professionals within schools properly.  They would think about starting sometime in September with a small number of schools and seeing how this works and then work towards adding on.</p> <p>RK said she had tried to set up a group with other chairs and this was not possible in the past.</p> <p><b>RK asked if there would be a memorandum of understanding for the next meeting?</b>  The Headteacher said they would be formulating this ready for the June meeting for a start in September.</p>	

The Headteacher said SATs were due very soon and that RK had put her name down to monitor this and asked for other governors to attend. The parent governors would not be able to help. Two governors offered their services, and the headteacher accepted this.

The reception numbers for next AY were 41 currently and with some more being processed so they should be full by September.

The hall ceiling had been repaired. They were still exploring site security and were ruling out the powered gates and were looking at automated gates for pedestrians.

**Green King Consultation:**

The Headteacher said that Green King were keen that there was some legacy to be left regarding their departure from the town centre. He said there was some local objection to more housing e.g. because of car parking considerations; the Theatre Royal were looking for more rehearsal space and Green King own the theatre building. The Theatre Royal car park was also the Greene King staff carpark. There was a discussion over how the Green King Social Club could be used and how the historical brewery buildings could be used. There would be another consultation in October, and they would come up with a master plan which would be ready for January 2026. The school has voiced that they would like some open space; they have made a plan for the plot of land next to the school and they have encouraged parents to be part of the consultation. AM is on the steering committee for the local groups and would be waiting to see what would happen.

**KL asked if it did not go down the charitable route would they look at buying it the land?**

The Headteacher said no they did not have the money for this,

A governor said the online safety workshop for parents was very good and the headteacher said they would be repeating this.

The wrap around child care would still be on the cards from 2026, AM stated that the money on offer from government for universal wraparound care was inadequate and that no school would be able to offer it. The FCT said finding staff for this would be difficult and the space was another issue.

The school has tupeed across 3 staff from Vertas to the kitchens and they have capacity for another 2 day a week person whom they had advertised for, which they would be interviewing in the next couple of weeks. The Headteacher said the quality of the food has improved and the team had worked really hard to make this happen. He said over time this would be a real selling point for the school. He added they can change their menus every three weeks.

**KL asked if this has increased the work load for the Head Chef?**

The Headteacher said that Chef had managed all this anyway and she has been given some support to ensure the documentation was in place and she has been claiming overtime for the transition period.

The proposed year 6 trip to Thorpe Woodland's Year 5 Grafham Water and year 4 to Burwell House was agreed.

**Safeguarding report April 2025.**

RK thanked FCT for the Safeguarding report which had pre-empted all her questions regarding the number children involved relative to the number of incidents. They were monitoring 19 children across the school and discuss them on a fortnightly basis.

**A governor asked if the SCR been audited recently?**

The Headteacher said that Lara had completed this yesterday and routinely she looks at a redacted case for a pupil and looks at the history to ensure processes have been followed.

MR left the meeting at 4.30pm.

**GDPR:** They had a subject access request and have responded immediately.

**1. Pupil Progress and attainment data**

The Headteacher said the Maths data were the most disappointing and together with the Maths Lead they were investigating the reasons: for some year groups the tests had not been administered following the administration guidance. For example, where the questions needed to be read out to pupils this had not happened.

**RK asked which years this was regarding?**

The Headteacher said year 1 and 2.

The Headteacher said that for year 4 there were a number of children who had dipped and there was targeted support being put in. He added that Ofsted did get in the way a bit and the Spring term was shorter. They would be monitoring the progress of the children in year 4 through the summer term and looking at the administration guidance.

**KL asked about the number of students working above were low, they cannot always say it was the tests?**

The Deputy said they have 20% working above and there was also teacher judgement involved too when taking into consideration grading children's progress.

The Headteacher said that it was either bad teaching, bad curriculum, or assessment that was the issue. He said White Rose Curriculum was good and they were looking at ways they can improve this more. Across the whole school quality of teaching was good and Ofsted agreed with this, so this leaves them with the assessments and how the tests were conducted. He said they left the Autumn tests too late in the term, because some classes had not completed all the topics but this will not happen in the summer term. He added that the entire White Rose Curriculum would be covered by then and they would continue to monitor this.

**RK asked about year 4 Writing as It was lower?**

The Headteacher said this has improved and this was the weakest attaining cohort.

**RK asked what they were doing about this?**

The Headteacher said there have been interventions and there was a large proportion who struggle and were SEN in this year group.

**KL asked if they were still being harsher towards their assessments?**

The Headteacher said they would have moderation this year, so they were awaiting to see.

**KL asked if the reception was a better cohort and were preschools trying to prepare better?**

AM said not really. FCT said their challenge was the children arriving with different levels of development, from one pre-school in particular. She added there was not the same network with preschools as there were with schools and the federation could make a difference here.

	<ul style="list-style-type: none"> <li>2. SEF was deferred</li> <li>3. Pupil Questionnaire has been deferred</li> <li>4. GDPR compliance</li> <li>5. Website compliance</li> <li>6. SATs arrangements and pupil Transfer Information</li> <li>7. Educational Residential Visits- to note planned school trips</li> </ul> <p>This information was included in the Headteacher's report and discussed at the meeting.</p>	
<b>8</b>	<b><u>FINANCIAL PERFORMANCE</u></b>	
8.1	<b><u>Budget Plan 2024/2025</u></b>	
	The Headteacher explained the situation with Arbor and there was a lot of unknowns about their end of year figures at the moment, and the office has been prevented from paying invoices which is very frustrating. The budget would therefore be considered at their next FGB meeting.	
8.2	<b><u>Budget Plan 2025/2026</u></b>	
	Governors noted the adoption of the school budget plan by Resources meeting on 25 <sup>th</sup> March 2025. Governors noted that a copy of the approval 2025/26 budget plan must be sent to the LA by 16 <sup>th</sup> May 2025. This had been submitted.	
8.3	<b><u>2026/2028 Strategic Financial Plan</u></b>	
	Governors noted that the 2026/28 Strategic Plan would need to be submitted by 13.6.25.	
8.4	<b><u>Benchmarking Report</u></b>	
	N/A	
8.5	<b><u>Review of Staffing Structure</u></b>	
	<p>The Headteacher issued a confidential paper regarding a proposal for joint headship for governors to read.</p> <p><b>KL how being cost neutral would work?</b>  AM explained that for example he would be paid less for the part time DHT part of the job. He added this was the best way to improve Guildhall School and they would start to get a leadership structure in place that would reflect modern flatter business structures. He said the philosophy and vision would stay the same.</p> <p>KL said he thought what was currently working was working well and the proposal would safeguard what they have.</p> <p><b>KL asked if this was a model that would continue if one of the leadership team were to leave?</b>  AM said that in this event the way forward would be assessed at the time.</p> <p>AM said that he and the Deputy were so well aligned this proposal would make them more productive.</p> <p><b>RK asked if the LA had agreed this?</b>  AM said yes, the LA want this to be advertised internally, with support from HR for job descriptions for the Co-Headship roles, and an interview process.</p>	

	<p><b>KL said there were certain statutory roles for the headteacher when a policy refers to the head would this be both of you?</b> AM said they would have to change the policies to say Co-Headteachers.</p> <p><b>RK asked what ‘two concurrent staff development’ meant?</b> AM said if they were trying to develop two different things one Headteacher could take one area, and the other Headteacher could take the other area which would make them more productive as they could use their staff more flexibly.</p> <p><b>RK asked if they would have a Deputy?</b> AM said no.</p> <p><b>RK asked if they would explore the structure of SLT more widely?</b> AM said they may, once they get this through Suffolk.</p> <p>KL said he thought this made a lot a sense. AM said that he and FCT actually enjoy their jobs and when you find the relationship to foster you do it.</p> <p><b>KL asked what if you both disagree on something who has the casting vote?</b> The Headteacher said his gut feeling would be that you would discuss this with the staff where ideas from staff can come and be shared in order to guide them. They would be meeting with the Chair on a regular basis and also the governing body. The Deputy said they both have different experiences and areas of interest which they can work together on and become more knowledgeable on. She said it may be a case of “two heads were better than one”.</p> <p>BT said he would see something written down if something cannot be decided on and this could be where the Chair steps in to make the decision. The Chair said in the past they have had two dictatorial Heads which was why they have found this system to work well. The Headteacher said they would discuss any issues with the Chair and then the collective of the staff. BT said he thought it was important to have something written down to cover this. The Head thought this could be the SEO.</p> <p><b>KL asked if they had to call the LADO what would happen?</b> The Headteacher said it was whoever picked up the phone or who knew about the situation.</p> <p><b>RK asked if everyone was in favour of the Co Headteacher system?</b></p> <p><b>KL asked if all governors should be involved as some were not here?</b> The Chair said they were quorate and could not delay this.</p> <p>All governors <b>agreed</b> and BT said that he wanted it added that this was agreed to the current situation that the school was in.</p> <p>KL said they need to go through all policies to ensure this was corrected.</p>	
9	<b><u>GOVERNOR MONITORING</u></b>	
9.1	<b><u>To review committee membership</u></b>	
	Completed.	
9.2	<b><u>To make any changes to governor monitoring roles</u></b>	
	Completed.	

9.3	<b><u>To share recommend National College Training</u></b>	
	<p>The Chair had completed Safer Recruitment Training.</p> <p>The Chair urged governors to look at training requirements.</p>	
<b>11</b>	<b><u>Policies for Review or Approval</u></b>	
	<p>Governors reviewed and <b>approved</b> the following policies:</p> <ol style="list-style-type: none"> <li>1. Whistleblowing Policy.</li> <li>2. Staff Disciplinary Procedure.</li> <li>3. Discretionary Leave of Absence Policy.</li> <li>4. Safer Recruitment.</li> <li>5. Data Protection Policy.</li> <li>6. Data Retention Schedule.</li> <li>7. Young Carers Policy.</li> </ol> <p>The next meeting they would be looking at a handbook for managing data and it would impact on the data protection and data retention schedule, and they may need to come back for slight changes at the next meeting.</p>	
<b>12</b>	<b><u>REFLECTION ON THE MEETING</u></b>	
	<p>Governors discussed the impact of the meeting on the governing body's strategic priorities.</p> <p>There has been very good challenge in particular Maths progress of the children.</p> <p><b>RK asked about year 4 and was there anything else being done?</b>  The Headteacher said they were the Covid affected year group, and they had a job share in year 2 which was not brilliant. The Deputy said there had been a lot of work around Writing within the Curriculum with support for Grammar. They have been discussing vocabulary at SLT, and they would be strengthening Tier 2 of Vocabulary. The Headteacher said starting in June there would be vocabulary lists with key words for parents to support their children.</p> <p>KL said that leadership came back very strong at the Ofsted meeting, and this was good to explore this.</p>	
<b>13</b>	<b><u>GOVERNOR HEADLINES AND THE KNOWLEDGE</u></b>	
	N/A	
<b>14.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>To confirm the dates of future meetings.</p> <p>10 June 2025 6pm, FGB Curriculum: to include SDP and Governor Monitoring reports; PP; Sports Premium; SEND</p> <p>15 July 2025 FGB- Ethos; tea with staff and volunteers at 3.15pm; meeting starts at 3.45 pm: review of the year and prepare for next year. SEF for School and Governors</p> <p>To confirm provisional dates of meetings for the 20025-2026 school year.</p>	

<b>16 Sept 2025</b>	6pm	<b>FGB Ethos:</b> to elect Chair and Vice Chair; review the performance of the board 2024-5; consider school development plans for 2025
<b>9 October 2025</b>	9am	<b>Pay and Staffing Committee,</b> Teacher appraisal and development, teaching structure, promotion
<b>TBC</b>		<b>HT PMR</b>
<b>4 Nov 2025</b>	3.30	<b>FGB Curriculum</b> to review school, local, and national SATS data 2024
<b>10 Dec 2025</b>	6pm	<b>FGB Resources:</b> to approve mid-year budget review; SEFS;
<b>21 Jan 2026</b>	3.30 pm	<b>FGB Curriculum:</b> to review autumn term assessment data
<b>24 March 2026</b>	6pm	<b>FGB Resources:</b> to set the budget for financial year 2025-6
<b>28 April 2026</b>	3.30 pm	<b>FGB Curriculum:</b> to review spring term assessment data and approve 3yr budget plan
<b>9 June 2026</b>	6pm	<b>FGB Curriculum:</b> to include SDP and Governor Monitoring reports; PP; Sports Premium; SEND
<b>13 July 2026</b>	3.15 for 3.45 pm	<b>FGB- Ethos;</b> tea with staff and volunteers at 3.15pm; meeting starts at 3.45 pm: review of the year and preparing for next year. SEF for School and Governors

The meeting closed at 5.35pm

Signed

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Dated

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**Action Log**

Agenda Item	Action	By Whom	By When	Status