

Guildhall Feoffment Community Primary School

Minutes of the FGB – Curriculum Full Governing Body meeting of Guildhall Feoffment Community Primary School held at the school at 6.00pm on **Tuesday 16 September 2025.**

Present:	Ros King	(RK) - Chair
	Andy Mathews	(AM) – Co-Head
	Fiona-Catherine Thompson	(FCT) – Co-Head
	Shan K-Don	(SKD)
	Kristian Lee	(KL)
	Sumathi Sundram	(SS)
	Lara Knights	(LK)
	Lydia Mahoney	(LM)
	Meghan Rich	(MR)
	Stephanie Ward	(SW)
	Ben Tanner	(BT)
In attendance:	Becky Poynter (Governance Professional)	

MINUTES

1 Welcome and Apologies for Absence

- 1.1 The Chair welcomed everyone to the first meeting of the academic year. Apologies were received from Tiffer Robinson
- 1.2 Governors consented to these apologies

2 Pecuniary and Other Interests

- 2.1 There were no declarations of interest for this meeting.
- 2.2 Governors noted the requirement to complete the declaration of interests via Governor Hub by the next meeting ALL GOVS
- 2.3 The school confirmed that it would ensure the register of interests was updated on the website.

3 Chair's Action/Update

- 3.1 The Chair confirmed that expenditure on DIY equipment had been authorised.
- 3.2 The Chair had been involved in "circular conversations" on two issues; access to governors' emails for herself and another governor, (this has now been resolved), and the installation of solar panels. An agent was now involved who would put the planning application to the Council

4 Election of Chair and Vice-Chair for 2025/26 *The Clerk took the chair for this item*

- 4.1 The term of office for Chair and Vice-Chair was confirmed as one academic year.
- 4.2 The Clerk had received one nomination each for the Chair/Vice-Chair. SS had nominated RK as Chair and KL as Vice Chair. These nominations were seconded by BT at the

meeting. There being no other nominations Ros King and Kristian Lee were elected as Chair and Vice Chair for the academic year 2025/26.

RK resumed the Chair and reminded the meeting that her 2nd term of office would come to an end in 2026, therefore Governors needed to consider succession planning to the post.

5 Any Other Urgent Business

Results of parental survey from end of last year. It was agreed this item would be taken as part of the Heads' report.

6 Minutes

6.1 The minutes of the meeting held on 15 July 2025 were agreed as a true record subject to the following amendments.

- BT had been omitted from the attendance. He had been present. The Clerk apologised for the oversight.
- BT **queried** the phraseology of a sentence in item 7.1 which read *"BT thought that SEND attainment would be lower, but this didn't appear to necessarily be the case."*

After discussion about the context of the conversation, the following wording was **agreed**. *"BT queried if SEND attainment would be lower, but this didn't appear to necessarily be the case."*

BT **asked** a general question about the presentation of the minutes. The Clerk and Chair confirmed that it was recommended good practice to note governor challenge in bold.

6.2 Matters arising from the minutes not already on the agenda

Item	Action	Who	When	Status
1.3	Governor to revise their pecuniary interests on Governor Hub	All Govs	17 July	Ongoing
1.1	Speak to LK about visits and meeting attendance <i>It had been agreed that LK would undertake termly Safeguarding visits as a minimum. 5 or 6 a year incorporating Health and Safety would be the optimum. Dates to be scheduled until Christmas.</i>	RK	July/Aug	Closed
6.4	Circulate details of effectiveness tool	Clerk	ASAP	Completed
7.3	Recommend courses to Governors via the National College <i>Recommendations from FCT</i>	AM/RK	Sept	Ongoing
9.1	Acceptable use of ICT policy to September meeting <i>On schedule for November.</i>	AM/ FCT	Sept	Open

7 Governing Body Membership and Organisation

7.1 There were no changes to the membership

7.2 Governors noted that there were 2 vacancies for co-opted governors. There was also a vacancy for staff governor with FCT's appointment as co-head. After discussion, it was agreed this position would be advertised and noted that there were new members of staff who may be interested.

BT **asked** if there were any staff who would be thinking of career development.
AM confirmed potentially there were.

Governors considered the FGB Terms of Reference and discussed the use of the Headteacher's vote should it be required at an FGB. It was **agreed** that should any FGB decision come to a vote, the responsibility would sit with the co-head with the appropriate expertise.

SKD **asked** what would happen if the co-heads disagreed.

AM confirmed that if there was a contentious issue, an agreement would be reached prior to the meeting as to which co-head would hold the voting rights. FCT commented that the School Improvement Partner would also be available for consultation.

SKD **asked** for clarification about the suspension of a Head and whether this could be made by a panel. It was confirmed that it could, but reinstatement would be by panel and require ratification by the FGB.

7.3 Decision Planner

Governors reviewed and approved the decision planner noting that where reference was made to "headteacher", this had been changed to reflect the new leadership structure of co-heads. No other changes had been made.

SKD **asked** for clarification about the suspension of a Head and whether this could be made by a panel. It was confirmed that it could, but reinstatement would be by panel and require ratification by the FGB.

It was noted that Item 6, Budgets, required this change to be made. AM to action.

7.4 Committee Structures

Governors confirmed the school did not operate a committee structure apart from the Headteachers' Performance Management Committee and the Staff and Pay Committee. RK reminded governors that they could create working groups if it was felt they were required. It was further noted that should pay appeals, HR appeals, or pupil disciplinary committees be required, governors would be asked to join panels as needed.

RK said it was important that Governors set up their school emails so they could readily see notifications.

SKD **asked** if there had been any update to the 2-factor authentication requirements.

FCT confirmed that this had been paused by the Local Authority (LA) it at the end of last term and the deadline had been extended. Governors would still be required to log onto their accounts from a school-based laptop in the first instance. It was suggested that this be facilitated before the next FGB meeting on the 4 November. Governors were asked to download the 'Authenticator' app to their mobile phone in preparation. It was agreed that FCT would confirm details and requirements prior to the meeting. **ACTION**

Action
ALL

BT **asked** whether there was still the facility to reset your password and whether there would still be a requirement to do this on a regular basis. FCT thought that passwords could be reset by using the appropriate security details. It was likely that passwords would need to be periodically changes.

All and
FCT

7.5 Committee Membership See item 7.4

7.6 Code of Conduct.

Governors noted the requirement to read and confirm the code of conduct via Governor Hub. It was noted that the Code of conduct had been approved at the July meeting.

ALL
GOVS

8 Vision, Ethos and Strategic Priorities

AM and FCT were still finalising the School Development Plan. It was recognised that this was a working document which would be updated throughout the year but would be presented to Governors at their next meeting. The 11 priorities as outlined at the July meeting remained broadly the same and would be discussed in more detail under item 9.1

9 Educational Performance and School Improvement

9.1 Headteachers' Report

RK invited AM and FCT to highlight any particular areas from the Headteachers' report shared on Governor Hub.

AM led Governors through the report and invited questions.

- Staffing

SKD **asked** whether the school would receive insurance cover for the member of staff who was on long-term leave due to illness. It was confirmed that the first payment had been received.

KL noted that a member of support staff had left and not been replaced. He **asked** if this was due to budgetary issues.

AM confirmed that the staff member had been on a temporary contract, and it was felt that the post could be covered internally by adapting staffing arrangements.

FCT noted that two pupils who had been on EHCP's had left the school and SEND needs were being covered at the moment.

SKD noted the two PGCE placements and **asked** about arrangements. AM confirmed that they had one student on placement for a week during which time he would observe classes and be mentored by FCT. Another student would be working on a placement in October at the lower end of the school.

- Adjustments to lunchtime

KL **asked** for clarification about timings as moving the lunchtime 15 mins earlier would lengthen not shorten the afternoon. After discussion, it was realised the sentence should read.

*"Firstly, it allows for a better balance of time between the core subjects of English and Maths (usually taught in the mornings) and the rest of the subjects, which previously were rather squeezed into the shorter **afternoons**."*

FCT explained the rationale and confirmed the change provided a better balance for the school day.

- CPD

SKD noted that both co-heads were attending the Schools Leaders Conference on 22 September and **asked** who would deputise in their absence.

AM confirmed the two Assistant Head Teachers.

- Soft Federation

AM provided an update to the information in the report confirming that the Heads' group had met yesterday evening. All of the LA schools in the West Suffolk area and some in Central Suffolk had not agreed to join the soft federation, this included King Edwards.

6 groups had been established for the Headteachers, Chairs of Governors, SENDCOs, English Leads, Maths Leads and Business and Finance managers. Meeting dates had also been agreed. Each group was to be led by a different head from the federation. Schools' development priorities had been shared to enable collaboration on areas of commonality. The vision was to look at and share good practice and learn from each other.

Schools were in 2 groups; Guildhall Feoffment partnered with Sebert Wood, Westgate, All Saints (Lawshall), Lakenheath and Burnham. There may also be opportunities to work with a couple of the schools with the same developmental priorities, for example, EYFS and the writing framework. He noted that the LA are very supportive of the model, and he felt it had been a very positive meeting.

RK agreed that this was very positive and felt it was extremely helpful that so many schools were on board. There was a discussion about the devolution options for Suffolk and the effect this may have on the organisation of the education system. In recent discussions, RK had been assured that Thurston College, the other local maintained secondary school, would remain within in the same geographical area whichever model was adopted.

- Pupil numbers

Currently the school has 327 but more pupils may join before the next census. There were 43 pupils in reception, but the local (and national) birthrate was falling. This may result in schools competing for pupil numbers. Two local schools had already reduced their Pupil Admission Number (PAN). AM reminded Governors that he had proposed increasing the PAN, but the LA had vetoed this and in fact suggested reducing the number. He felt that long term, sustaining 43 pupils in EYFS may be challenging. Potential parents are continuing to visit but further consideration needs to be given as to how to best to market the school.

SW commented the school needs to showcase how well the pupils were doing, including data for each year group. The focus should be on the academic and social skills. FCT confirmed that during visits, staff talk about the rich curriculum and activities as well as the academic aspects.

AM felt that providing information on pupil performance should be "light touch" so as not to put people off. Parents could look at the schools' performance data outside of the visit. SW felt that if the school has the academic data to hand this was taking away "some of the leg work for parents".

AM suggested that this could form part of a parental pack.

BT commented that it was difficult to take in everything so suggested highlighting the unique selling points of attending GF; the curriculum and the opportunities that pupils were given.

Governors discussed the logistics of the visits including limiting the number of families so that sufficient personal conversations could be had with parents, and the pros and cons of including children in the visits. AM and FCT confirmed that parents were always welcome to arrange one-to-one or further visits to the school if they wished. Other areas to highlight were suggested including the high level of TA support available. It was felt some of this information could go into supporting documentation rather than it all being discussed during the visits.

As a result of the discussion, AM suggested that an information pack be drafted and shared with Governors for feedback

ACTION

AM/

Governors discussed census day and the implications for funding noting that funding was not given for pupils who joined after the census and that funds for SEND pupils were provided using a different model.

SW **asked** why some pupils would join the school later in the term.

It was confirmed this could be for a variety of reasons including work related contracts or military deployments.

Governors considered the document provided on the current demographic of the school (*copy on Governor Hub*) and noted that there were still more boys than girls (54.1% compared to 45.9%).

KL commented that it was good to see the absence rate was better than the national average and felt this was a testament to how hard the school worked on this front.

FCT explained the lower number of pupils in receipt of EHCPs at this end of the year. She and the SENDCo had identified pupils they felt met the criteria for an EHCP and were starting the application process. There were no outstanding applications from the previous term, however the application process was currently taking about a year to complete.

Governors noted the updated number of pupils requiring SEND support. Several pupils had moved on at the end of last term but several more had been assessed and placed on the "school aware" register. These pupils would continue to be monitored under the Assess, Plan, Do, Review (APDR) model and they would be moved across to the SEND register if required. Conversations with families had started at the at end of last term and the beginning of this.

BT **asked** if Free School Meal (FSM) numbers had stayed the same or dropped and had any information been sent to parents.

AM confirmed that nothing had been shared recently.

FCT confirmed that the percentage was normally around 14% which was slightly under the national average although there was usually some movement with military families. She confirmed that families joining the school automatically received information and again at the end of KS1 when the universal FSM provision stopped. Further information would be shared before the census date.

- Pupil Governor Election.

AM confirmed that the process was underway, and he had received 5 applicant letters, some of which were outstanding.

SKD **asked** if it was a democratic election.

AM confirmed it was with hustings and election by pupils. Candidates were expected to make a speech based on their letter of application and then pupils (from year 2 upwards) were taken back to their classrooms to cast their vote by private ballot.

- Sports premium

FCT explained that the previous accounting/reporting system had been revised with a new deadline of 30 September with schools now being required to use a government portal to evidence planning and expenditure. The documentation had been completed and just needed to be signed off by the Chair.

SKD **asked** if the carry forward amount could still be spent.

AM confirmed not and noted there was a possibility that the DFE may clawback the amount of around £1700 although this hadn't happened in previous years. The remit for spending the money was very specific.

SW **asked** when the monitoring report needed to be done by. It was confirmed before the next governing body meeting, and it was agreed to arrange a monitoring visit date.

- Parental Engagement

SKD **asked** if Governors monitored parental engagement.

AM confirmed through the results of the parental survey. FCT confirmed that parents were asked to sign in to events so that the school could evidence engagement with workshops, information evenings etc.

Governors considered responses to the parental survey. *(Copy available on GHub)*

RK commented on the question "the school has high expectations of my child" and wondered what could be done to improve the number of responses.

FCT considered that providing more information around the curriculum and what parents could do to support their child at home may be beneficial, this could be done in a more comprehensive way on the website. She acknowledged that there was a slight delay in sharing curriculum overviews, for example with PSHE ensure clarity of what children are learning and the curriculum objectives.

AM noted that this figure of 94% was an 8% improvement on the previous year.

RK felt that School and Governors need to pay attention to the language in the new Ofsted framework concerning the definition of the new category of "exceptional school". The key word seems to be 'transformational'. How does the school enable every child to have a transformational experience at GFCS and how does the school document those journeys - without creating a huge area of bureaucracy for staff?

AM agreed. This featured on the school development plan; how best to articulate a child's journey through the school demonstrating the opportunities and support available.

Governors discussed ways of capturing this information. AM noted that the parental survey questions closely reflected those of the Ofsted parents' survey and didn't want to move too far away from these. It was agreed that what was understood by "expectations" may differ and whether parents related expectations to different things such as academic, behaviour or extra-curricular. RK felt that maybe more needed to be done to educate parents about what 'high expectations' meant. It was agreed that more explanatory work could be done on this. It was **agreed** to wait until November to see if the Ofsted questions had changed and adjust the school's parental questionnaire accordingly, ???but for the school to do more work on understanding how best to promote parental engagement

MR **asked** how many responses had been received.

AM confirmed about 50.

FCT commented that the response numbers were "heavily stacked" toward reception families.

MR felt this was because their families were more used to a daily debrief from their child's time at nursery.

Governors discussed alternative ways in which the survey could be conducted to elicit a greater response. It was noted that the survey is currently sent out with pupil reports. Parent governors felt that having a digital survey or providing a QR code to a digital link might be more effective. AM felt it would be possible to use a hybrid approach and also suggested that the questions could be explored over the course of the two termly parental consultation meetings, with a digital/paper survey for the remaining questions at the end of the year.

9.2 School Development and Improvement Plan 2025/26

AM shared the latest version on the whiteboard.

The 4 key objectives were highlighted in yellow on the report. These had been shared at the last meeting and were now taking into account the new Writing framework.

KL queried Objective 6

“To develop the information parents receive to aid further improvement”

asking “further development of what”

FCT gave the example of helping parents to have a better understanding of Personal Development but agreed that the sentence could be developed.

KL **asked** if a specific issue for further improvement had been identified last year and RK **asked** if it was an improvement in home school relationships.

AM didn't feel it was the home school relationship but more around engagement with workshops or skills at home, or homework. He wondered if parents were being provided with meaningful activities to support their children, how well were parents supported in supporting their children's learning and was signposting effective.

RK felt this was part of the “transformative” approach that needed to be considered.

Although it was acknowledged that the Objective was addressed in more detail in the body of the document, AM and FCT agreed that this objective should be reconsidered in the light of the helpful discussion. For the time being, AM altered the wording to read

“To develop the information parents receive to aid further improvement in different areas of development.”

Objective 8 was a in direct response to feedback from the Ofsted visit.

Objective 11. To increase the effectiveness of the Governing body.

RK noted that Governors should be using the SDP as part of their monitoring process.

Governors discussed in more detail how they could become more effective in their practice including,

- improve the governor induction documentation and induction programme.

FCT suggested basing the model on the template she had used to inform induction folders and pathways for staff. It could include key policies and school specific information, as well as signposting to Governor Hub, National College and Schools Choice training.

With regards to training, If Governors were unable to find their log on details for the National College, please contact Nic Hubbard of FCT.

It was **agreed** that RK and FCT would draft further induction information for consideration.

ACTION

- Staff wellbeing. This was monitored through the annual survey.
- Understanding the new Ofsted framework and the Writing Framework was important.

FCT/
RK

AM felt the outcome of the discussion around better parental engagement should be added to the SDP.

9.3 Monitoring visits.

AM noted that Governor monitoring visits following the deep dives weeks were very useful, but it would be helpful if these could be arranged the week after the deep dives as that gave staff reflection and preparation time.

RK noted deep dives dates are in the latest version of the Link Governors monitoring schedule in the Monitoring file on GH. Links to the writing framework and other useful government documents are on the front page of the school site on GH.

RK **asked** if subject leads could think about which class they would take Governors to during their visits as she felt there had not been as many conversations with pupils as she would have liked. It was important for Governors to see what was going on in the classroom.

AM confirmed that there would be a little more flexibility with release time this year and planning for increased classroom visits could be taken into account.

BT **asked** if going into classes and speaking to students was potentially operational. Governors discussed ways of obtaining pupil voice which remained strategic. It was **agreed** further clarification could be added to the Governor Monitoring policy.

RK had shared the subject link governors update before the meeting. Information was provided for link governors on subject leads and how monitoring visits should be approached. Reference to Ofsted was still included but we are not expecting another visit for 4 years

The Clerk advised that Governor Hub now provided a discreet area for storing visit notes. This could be accessed via the Governing Board tab and then the Visits tab to the right of the screen. It was **agreed** monitoring reports would be stored here. Governors were asked to ensure they saved the reports with meaningful titles including subject and date.

LK noted that there was no deep dive for EYFS

AM confirmed because this area was evaluated differently and advised that a visit be arranged with the Early Years lead in November after the base line data had been collated.

9.4 Governor Monitoring Programme
See item 9.3

9.5 Primary PE and Sports Premium
Also see information in item 9.1

AM confirmed that the priorities for the coming year were in terms of sporting experiences beyond those offered in school, for example, residential trips for pupils from yrs 3 to yrs 6. These would include outward bound and aquatic experiences. There would also be a priority on trying to make these trips as affordable possible for parents. The school would ensure the funding is fully spent this year.

9.6 Online safety

FCT confirmed that Suffolk County Council had made changes to the filtering system moving from Smoothwall to FortiGate. However, although the school had volunteered to be part of the initial roll out, they were unsure whether the system was currently operational.

10 Safeguarding

10.1 Keeping Children Safe in Education

Governors were reminded of the importance of the KCSIE document and asked to read the changes section and the section with regards to their specific responsibilities but to familiarise themselves with the whole document.

SKD **asked** how Governors ensure that all SLT have read the document.

FCT confirmed that it is issued to all staff at the beginning of the academic year and they must confirm that they have read the relevant sections.

LK noted that this was also checked in the review of the Single Central Record (SCR) as part of her safeguarding monitoring.

There was clarification around the safer recruitment requirements for staff and governors involved in recruitment and staff who were part of the DSL team.

10.2 Child protection and safeguarding policy in line with Keeping Children Safe in Education 2025

This was shared with governors with changes highlighted in yellow. It was noted this was based on the LA model.

A spelling error in the Team contacts was rectified.

Governors **approved** the policy.

10.3 Safeguarding report from the headteacher and review the governor safeguarding report received in July.

AM confirmed there was nothing to report on safeguarding other than what had been shared in the Heads' report and there were no issues concerning Child Protection or Children in Care cases. FCT confirmed all relevant transfers of documentation had been completed and any appropriate conversations with previous settings undertaken for new pupils.

LK confirmed that the summer term report had come to the July meeting to which she had sent apologies. There were no issues to raise from that report, and Governors had no further questions.

11. Financial Performance

11.1 To receive the end of year report from March 2024-5, delayed due to software problems

AM confirmed that the financial report had arrived today. There were continuing issues with Arbor, and these had been escalated to a complaint to Schools' Choice (SC) last week. Subsequently, he had a productive meeting with the Head of SC and was expecting to be invited to a meeting with the school's accountancy team. The impact of the LA's decision to change provider had created huge issues for finance managers across the county. Nic Hubbard had received up to 20 changes a day with new advice documents, patches that didn't work and contradictory emails. However, the school is now in receipt of final end-of-year figures for March 2024.

The estimated year-end balance had been £395,800. The actual closing balances was a credit figure of £373,333. However, a VAT return processed by the LA right at the end of the financial year had been credited to the April budget, hence the £20k difference which meant the forecasting was "pretty much accurate". There was effectively £394K in the school bank account with a capital fund of £32,310.

As the reports had only been received today it was acknowledged that Governors had not had time to look at the detailed information on the BMR. However, AM reported that the Headline figures were good and they would be discussed in detail at the next meeting. AM and FCT outlined continuing issues around the finance and data tracking systems both decisions having been made by SCC without seeking advice from users and within a very constrained time frame. They felt these issues would remain at the top of agenda in the soft federations' Business Managers group. Schools were continuing to make representations to SC and the Local Authority to rectify issues and pick up the subsequent costs for the 8 training modules required to be undertaken by staff.

Governors noted that the original teaching staff budget for 2025/26 had been based on a 2.8% increase, but the actual pay award had been 4%
The uplift budget figure for support staff had been 3.5% but the actual pay award had been slightly lower at 3.2%

RK asked that the huge amount of work and stress created for Nic Hubbard be recognised and congratulations and thanks be passed to her from the Governing Board.

12 Compliance and policies

12.1 Maintained School Governance Guide

Governors noted the slight changes to the school governance guide.

12.2 Policy Review Schedule

RK confirmed that there was nothing outstanding other than the pay policy which would go to Pay and Staffing Committee or Resources meeting at the end of term.

The updated policy schedule to be uploaded to Governor Hub

ACTION

AM

Governor monitoring policy

RK explained that the monitoring policy had last been approved the year before radical changes to the monitoring protocol which had now been operating successfully for two years. She proposed that the policy be revised to align to the protocol for consideration at the next meeting

ACTION

RK/AM

Following the discussions under item 9.3 guidance on speaking to pupils would be added. AM invited Governors to email him with any other changes they may wish to add and confirmed he would share a draft with governors for comment prior to the next meeting.

AM

It was noted that the policy had previously been scheduled for annual review, but Governors **agreed** that once adopted this policy could go onto a 3-year review cycle. It would also become part of the induction pack for Governors.

12.3 General Data Protection Regulations (GDPR)

No issues to report

12.4 School Website

Governors noted that this website was under review.

SW **agreed** to undertake an audit of website once it had been updated after half term in time for Resources meeting

ACTION

SW

13 Governor Training and Development

Also see item 9.2

FCT asked governors to make themselves aware of key documents including the National Writing framework which was relevant to all subjects.

Training modules for Ofsted would be available from the 21 September.

Dame Rachel DeSouza's "Children's Plan" was also of interest in how schools needed to respond to children's needs.

The Clerk confirmed that School's Choice Ofsted training would be available later in the term and that the FGB was entitled to book a bespoke training session. It was noted that this could be shared with other schools in the soft federation.

FCT also mentioned key dates for the end of term. Governors were always welcome to school events, particularly the Christmas service at 2.00pm on the 16 December at St

Mary's Church. There would also be a KS2 performance in the final week. Details would be confirmed.

**14 Governor Headlines and The Knowledge -
Noted**

15 Reflection on the Meeting

AM felt that the meeting had been really positive and as a result of discussions an action point had been added to the SDP around approaches to the parental survey and parental engagement.

BT welcomed that fact that governance was included in the SDP. He also appreciated the development of the soft federation and **asked** whether governor involvement would be expanded.

16 Dates of Future Meetings - to confirm the dates of future meetings

9 Oct 2025 proposal to move to 16 October	9.00am	Pay and Staffing Committee AGREED
4 Nov 2025	3.30pm	Curriculum
11 Dec 2025	6.00pm	Resources:
21 Jan 2026	3.30pm	Curriculum:
24 March 2026	6.00pm	Resources
28 April 2026	3.30pm	Curriculum:
9 June 2026	6.00pm	Curriculum
13 July 2026	3.15pm for 3.45pm	Ethos: preceded by tea with staff and volunteers

Signed _____



Date _____

17 Dec 2025

ACTION LOG from 15 July 2025				
Item	Action	Who	By when	Status
1.3/2.2	Governor to revise their pecuniary interests on Governor Hub	All Govs	04 Nov	Ongoing
7.3	Recommend courses to Governors via the National College <i>Recommendations from FCT</i>	AM/RK		Ongoing
9.1	Acceptable use of ICT policy to September meeting <i>To come to FGB 4 November.</i>	AM/ FCT	04 Nov	Ongoing
ACTION LOG from 16 September 2025				
Item	Action	Who	By when	Status
7.4	Requirements for 2-factor authentication to be confirmed with Governors prior to the next meeting	FC	By 4 Nov	Open
7.6	All governors to confirm the Code of Conduct and undertake the effectiveness tool	All Govs	4 Nov	Open
9.1	Sports and PE monitoring visit and report	SW	4 Nov	Open
9.1	Circulate draft information pack for parents	AM/ FCT		Open
9.1	Draft induction information for governors	AM/RS		Open
12.2	Updated policy schedule to be shared on Governor Hub	AM	asap	Open
12.2	Amend and align the monitoring policy and protocol	AM	4 Nov	Open
12.4	Review of school website	SW	4 Nov	Open

