



Guildhall Feoffment Community Primary School

**Minutes of the FGB Resources Full Governing Body meeting of
Guildhall Feoffment Community Primary School held at the school at 6.00pm
on Tuesday 24th March 2026.**

Name		Member Type	End of Term	
Ros King (Chair)	(RK)	Co-opted	31/03/2027	Present
Sumathi Sundram	(SS)	Co-opted	26/03/2027	Present
Lydia Mahoney	(LM)	Co-opted	24/03/2029	No Present
Ben Tanner	(BT)	Co-opted	01/09/2027	Apologies
Shan K Don	(SKD)	Co-opted	11/12/2027	Not Present
Tiffer Robinson	(TR)	Co-opted	19/09/2026	Present
Andy Mathews	(AM)	Ex-officio		Present
Fiona-Catherine Thompson	(FCT)	Ex-officio		Present
Kristian Lee	(KL)	Local Authority	07/01/2028	Apologies
Lara Knights	(LK)	Parent	30/06/2026	Apologies
Stephanie Ward	(SW)	Parent	13/10/2028	Apologies
Meghan Rich	(MR)	Parent	15/10/2027	Apologies

In Attendance

Becky Poynter (RBP)

Governance Professional

<u>MINUTES</u>				
1	<u>Welcome and Apologies for Absence</u>			
1.1	Apologies for absence were received from Kristian Lee, Ben Tanner, Meghan Rich, Lara Knights, Stephanie Ward.			
1.2	Governors consented to these absences.			
2	<u>Pecuniary and Other Interests</u>			
2.1	None declared			
3	<u>Minutes</u>			
3.1	The minutes of the meeting held on 21 January 2026 were agreed as a true record.			
3.2	Matters arising from the minutes not already on the agenda			
ACTION LOG				
	Item	Action (From 11 December)	Who	By when
	6.1	RAG rate premises action plan Carry forward to 24 March	AM	Completed
	9.3	Report on potential costs of PAT testing Carry forward to 24 March	FCT	Ongoing

	<i>Ongoing. Training is fairly straight forward it's the physical time.</i>			
10.1	Discuss and draft Risk Register Carry forward to 24 March <i>Thanks for the thorough document</i>	RK/AM/FC T	Completed	
12.1	Draft Asset Register Carry forward to 24 March <i>Thanks for the thorough document</i>	AM	Completed	
Item	Action (From 21 January)	Who	By when	
1.3	Discussion with Federation re reciprocal governors <i>Discussed at Chair of Governors meeting. Most people felt it would work for PDC and Panels. A register will be formed. Advertising for Governors as a soft federation. The clerk advised on PDC training for panel members</i>	AM	Completed	
3	Maths presentation slides shared	AM	Ongoing	
7.4	Governors to confirm availability for assessment oversite during SATs. <i>Governors asked to volunteer – to confirm at the next meeting.</i>	All Govs	Ongoing	
7.6	Add Equality Objectives strand to SDP <i>Added an Equality Objective into the premises action plan.</i>	AM	Completed	
	Share EID training booking link <i>Completed</i>	Clerk	Completed	
14	Confirm with Pupil Governor change of time of April meeting <i>Confirmed</i>	AM/FCT	Completed	
4	<u>Chair's Action/Update</u>			
4.1	<p><u>Chair's Action.</u> It was noted that the meeting was inquorate. It was agreed that Governors would discuss the agenda items and recommend actions to the next governing board on 28th April.</p> <p>The Chair confirmed she had authorised 2 reimbursements to AM for purchases made by credit card. She proposed that the credit limit be reviewed as the current limit was affecting purchases for IT and food orders. All present agreed AM bring a proposal to next meeting. ACTION</p>			AM
4.2	<p><u>To receive a report from the Chair</u> It was reported that planning permission for the solar panels had been granted.</p> <p>Through links with the Federation, Mike Malina, Chair of Governors at Lakenheath Community Primary School had invited RK to visit the site. They were hoping to be operational in September. It was noted this would be the first net zero school in England.</p> <p>Governor Services had approached the school with the CV for a potential new governor. She was a former head and "very adept at Academisation". As this school was not interested in academisation and the candidate was considering several schools, RK</p>			

	had advised she probably wasn't a suitable fit. However, it was noted that there were 2 co-opted governor vacancies.	
5	<u>AOB</u>	
	None requested	
6	<u>Headteachers' Report</u>	
	<p>The Headteachers' written report had been shared and AM highlighted the following.</p> <p><u>Soft Federation</u> The various stakeholder groups were working well together. The Heads group was very well attended. Maths and English groups were working well. 8 Chairs had attended their last meeting, about half of the total group. There had been an in-depth discussion about Vertas and procurement practices at the Chair's meeting.</p> <p>Details of the <u>IT regeneration plan</u> were shared with KS2 tablets being updated as a priority this year, and years 1 and 2 moving towards replacing the I-pads with chrome books and using a cloud-based server. It was noted both Heads would benefit from new laptops as the hardware was becoming unworkable. It was hoped this could be accommodated in the next budget.</p> <p><u>The Mix.</u> Recommended changes to the pricing structure were noted which represented a 5% increase in line with other cost rises. RK asked if this would affect the uptake. RM thought not. SS asked how long morning sessions were. AM confirmed about an hour.</p> <p><u>Lettings.</u> A proposal to increase lettings charges would be brought to the next meeting. RK asked whether the school currently had regular lettings. AM confirmed there were afterschool clubs for pupils but no external lettings. They could market for more lettings but as there was no caretaker there would have to be someone available to lock up. This could be arranged.</p> <p>Assessment data would come to next meeting.</p> <p><u>Premises and Health and Safety.</u> The library space has been extended meaning greater flexibility in use, particularly for EYFS pupils.</p> <p><u>Pupil Premium</u> entitlement hadn't changed much in the last year rising from 19.6% to 19.9%. FCT noted there were several US military families moving due deployment from Lakenheath. Extra pastoral support was being offered to those pupils. AM confirmed the school had lost 6 or 7 pupils which would impact the PAN. RK asked if the children were distressed at all. FCT felt that some were aware of the war and had spoken about "special jobs" but didn't have any real context of what that meant.</p> <p><u>Safeguarding</u> data was noted. 408 incidents had been reported since September in comparison with 458 last year. The number of pupils currently being monitored was in the low 20s. Governors were reminded that this was subject to change depending on the timing of the report as the team regularly reviewed cases. It was noted that the DSL team capacity had increased to 4 staff members.</p> <p><u>Premises Action Plan.</u></p>	

	<p>Governors noted that the Premises Action Plan had been reviewed and RAG rated. AM reported that some good progress had been made in some areas and they continued to work through others. There were several larger jobs i.e. sorting out the damp in the cellars in the Master's house but currently there wasn't sufficient money in the budget.</p> <p>The lock down procedure had been developed and the first practice had taken place. The children and staff had followed the instructions. A few issues had been identified. The fire bell hadn't worked in part of the school and some of the doorstops were effective, but some needed to be larger. The issues of access to keys had been sorted with master keys being made available.</p> <p>The library area had been developed. RK agreed that it looked nice and asked whether the decoration outside the library encouraged pupils to go in. AM said that EYFS pupils used the picture books, and the additional use of the corridor had added to the volume and capacity of the library. FCT noted that families were enjoying the space.</p>	
7	<u>Finance</u>	
7.1	<p><u>Funding Statement for 2026 - 27</u></p> <p>AM referred Governors to the budget rationale and invited questions. RK asked about the rationale for using specialist music teachers as cover for PPA. She said she had spoken to staff who didn't want to lose their music teaching time which they enjoyed. It was confirmed this only applied to KS2 staff, not KS1. AM and FCT shared the approach to music provision across the school, particularly in KS2 allowing pupils to experience a variety of instruments. Staff would be given the opportunity to write their own scheme which would raise the profile of music. It was confirmed that this had been shared with staff in staff meetings and it was SLT who were most affected.</p> <p>AM explained</p> <ul style="list-style-type: none"> • the "imponderable" of the staffing budget as there was still time for staff to resign before the May deadline. • £7k additional had been put aside to cover 1% teacher pay rise if settled at 3% rather than 2%. • Worse case deficit would be £51k rather than £40k • School meals would break even and were of a better quality. • Some grants have been rolled in to the Schools Funding block but there were no surprises and no dramatic increases. <p>FCT noted that there were potential changes to SEND funding. The LA had indicated removing funding for Band C. For the last couple of years schools had been contributing 0.5% to the central Suffolk SEND budget. RK asked that thanks be passed to Mrs Hubbard for her work and detailed annotations on the budget papers.</p> <p>RK proposed the budget be recommend to the full FGB at the next meeting. AGREED</p>	
7.2	<p><u>Proposed Budget 2026-27</u></p> <p><u>Staff insurance.</u> <i>(Referenced in Pay and Staffing meeting report shared as part of the papers for this meeting)</i></p> <p>RK noted an action from the Staffing Committee to discuss staff insurance. The most expensive option of £18k had been included in the budget. Governors noted that the premium covered maternity cover and the three members of office staff. Payment was from the 4th day of absence. The Finance Officer was exploring other levels of cover, and it was agreed to bring an options paper to the next meeting.</p>	

	<p><u>Premises Contracts.</u> AM reported that the Vertas Property Management preferred suppliers list for contracts and compliance inspections had been raised at the Heads steering group meeting. FCT said that the white paper was looking for collaborative approaches between schools using shared knowledge and shared resources. This was already beginning as part of the Federation connections and could be expanded to looking at contracts such as grounds. It was an area of concern for several schools and discussions would be ongoing.</p> <p><u>Staffing reorganisation and arrangements.</u> AM confirmed the Heads would be looking at arrangements for September and they would be talking to staff during May to plot for the new year.</p>	
7.3	<p><u>Strategic 3 Year Financial Plan (2026 – 2029)</u> Governors noted this was due for submission in May 2026.</p>	
8	<p><u>Risk Management</u></p>	
8.1	<p>Risk Register RK asked that the governor vacancies be added as a risk as part of management capacity.</p> <p style="text-align: right;">ACTION</p>	AM/FCT
9	<p><u>Asset Register</u></p>	
	<p><u>To consider the updated asset register</u> AM indicated this needed to be checked by governors. It wasn't necessary to check every item. After discussion it was agreed that, as part of their monitoring visits, governors would pick 6 random items check these were where they should be and operational.</p> <p style="text-align: right;">ACTION</p>	All Govs
10	<p><u>Committee Reports</u></p>	
	<p>The Pay and Staffing Committee had met on 4 March. A report of the meeting was shared. Governors noted the discussion regarding Adaptive Teaching and AM conformed he would share the resources.</p> <p style="text-align: right;">ACTION</p>	AM
11	<p><u>To receive reports from Governor monitoring visits</u></p>	
	<p>Governors noted the report from the Safeguarding Governor following her visit in January. LK had conducted Pupil Voice and RK noted the informative transcript of the conversation.</p> <p>SW had undertaken a review of the school website and raised several queries.</p> <ul style="list-style-type: none"> - It was noted that the policies mentioned were not out of date but on a three-year approval cycle. It was agreed to add dates to the policies for clarification. - The school eco page required updating. Noted. - There was a discussion concerning the year group newsletter page. It was agreed to remove this page from the website as newsletters tended to be shared through Class DoJo. - The costs of sessions at The Mix would be updated when approved at the next meeting. - The Reading Spine was dated 2024 25 – it was agreed this didn't require a date. - The Curriculum pages were appearing as blank pages on the website. FCT felt this was connected to broken links when curriculum updates had taken place. Staff would be asked to review these. 	

	<p>- Governors agreed the 2 vacancies for co-opted governors should be added to the Governor page.</p> <p>It was noted this was a comprehensive review and AM and FCT would work their way through the issues.</p> <p style="text-align: right;">ACTIONS</p> <p>Thanks were recorded to SW for her work on this.</p>	AM/FCT																																	
12	<u>Compliance</u>																																		
	<p><u>Approval of the following policies in line with the policy schedule</u> Governors approved the following policies. Lettings & Letting Charges Policy Health & Safety Policy</p> <p>RK noted that the appropriate plural noun had been changed to the word "Headteacher", but dependent nouns and verbs needed to be corrected.</p>																																		
13	<u>The Knowledge</u>																																		
	No update had been issued.																																		
14	<u>Reflection on the Meeting</u>																																		
	<p>FCT reported that there were several Department for Education consultations underway ie SEND reform, KCSIE changes and asked Governors to engage with these as it was an opportunity to influence the DFE's thinking. The SEND reforms were important as some major changes were being proposed, particularly around funding. ACTION</p> <p>It was agreed the consultation links would be shared on GovernorHub. Deadlines were noted as KCSIE 22nd April and education White Paper, the 18th May</p>	All Govs FCT																																	
15	<u>Dates of Future Meetings</u>																																		
	<p>Remaining dates for this academic year</p> <table border="0"> <tr> <td>28 April 2026</td> <td>3.45pm</td> <td>Curriculum</td> </tr> <tr> <td>9 June 2026</td> <td>6.00pm</td> <td>Curriculum</td> </tr> <tr> <td>13 July 2026</td> <td>3.45pm for 4.30pm</td> <td>Ethos: preceded by tea with staff and volunteers</td> </tr> </table> <p>Suggested dates for 2026 - 2027</p> <table border="0"> <tr> <td>15th September 2026</td> <td>6.00pm</td> <td>Ethos</td> </tr> <tr> <td>3rd November 2026</td> <td>3.45pm</td> <td>Curriculum</td> </tr> <tr> <td>15th December 2026</td> <td>6.00pm</td> <td>Resources</td> </tr> <tr> <td>19th January 2027</td> <td>3.45pm</td> <td>Curriculum</td> </tr> <tr> <td>Wednesday 24th March</td> <td>6.00pm</td> <td>Resources</td> </tr> <tr> <td>27th April 2027</td> <td>3.45pm</td> <td>Curriculum</td> </tr> <tr> <td>8th June 2027</td> <td>6.00pm</td> <td>Curriculum</td> </tr> <tr> <td>Monday 12th July</td> <td>3.45pm for 4.30pm</td> <td>Ethos: preceded by tea with staff and volunteers</td> </tr> </table>	28 April 2026	3.45pm	Curriculum	9 June 2026	6.00pm	Curriculum	13 July 2026	3.45pm for 4.30pm	Ethos: preceded by tea with staff and volunteers	15 th September 2026	6.00pm	Ethos	3 rd November 2026	3.45pm	Curriculum	15 th December 2026	6.00pm	Resources	19 th January 2027	3.45pm	Curriculum	Wednesday 24th March	6.00pm	Resources	27 th April 2027	3.45pm	Curriculum	8 th June 2027	6.00pm	Curriculum	Monday 12th July	3.45pm for 4.30pm	Ethos: preceded by tea with staff and volunteers	
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There being no further business the meeting finished at 7.09pm.

Signed _____
Chair of Governors.

Date 14 May 2026

ACTION LOG			
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9.3	Report on potential costs of PAT testing Carry forward to 24 March <i>Ongoing. Training is fairly straight forward it's the physical time.</i>	FCT	Ongoing
Item	Action (From 21 January)	Who	By when
3	Maths presentation slides shared	AM	Ongoing
7.4	Governors to confirm availability for assessment oversight during SATs. <i>Governors asked to volunteer – to confirm at the next meeting.</i>	All Govs	Ongoing
Item	Action (From 24 March)	Who	By when
AP1	Add governor vacancies to the risk register	AM/FCT	ASAP
AP2	Spot check asset register items when undertaking monitoring visits	All Govs	Ongoing
Ap3	Share Adaptive Teaching Resources	AM	ASAP
Ap4	Action suggestions from the website review	AM/FCT	28/04/2026
Ap5	Governors requested to engage with DFE consultations	All Govs	By Deadlines

AGENDA ITEMS TO CARRY FORWARD & FOR RATIFICATION	
1	Proposal for increase in credit card limit
2	Lettings charges
3	Assessment data
4	Draft budget recommended for approval
5	Strategic 3-year financial plan
6	Options on staff insurance

