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 9th June 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	Apologies
Lydia Mahoney	(LM)	Co-opted	24/03/2029	Present
Ben Tanner	(BT)	Co-opted	01/09/2027	Present
Shan K Don	(SKD)	Co-opted	11/12/2027	Present
Tiffer Robinson	(TR)	Co-opted	19/09/2026	Apologies
Andy Mathews	(AM)	Ex-officio		Present
Fiona-Catherine Thompson	(FCT)	Associate		Present
Vacancy		Local Authority		
Lara Knights	(LK)	Parent	30/06/2026	Apologies
Stephanie Ward	(SW)	Parent	13/10/2028	Present
Meghan Rich	(MR)	Parent	15/10/2027	Not Present
In Attendance				
Becky Poynter (RBP)		Governance Professional		

MINUTES

1 Welcome and Apologies for Absence

1.1 Apologies for absence were received from Sumathi Sundram, Tiffer Robinson and Lara Knights. Meghan Rich as not present.

1.2 Consent/non-consent to absence
Governors consented to these absences.

2 Pecuniary and Other Interests

2.1 Declaration of any pecuniary or other interests with regard to items on the agenda
None to declare

2.2 To update the Register of Pecuniary Interests as necessary.
This requirement was noted.

3 Chair's Action/Update

3.1 To report any action taken by the Chair or Vice-chair
The Chair reported

- her involvement in the appointment of an early years teacher and expressed that she was pleased to be part of the process.
- She had signed an expenses conference claim for the co-headteachers in line with policy.

The Co-Heads reported that the conference's primary focus had been around technology and SEND. Useful in terms of the capacity on technology which was already available. Information had been gathered on the proposed SEND reforms and how these might affect teacher workload. Staff had also evaluated products for curriculum delivery and considered premises options.

3.2 To receive an update from the Chair – Governors noted that three governors had monitored the administration of the SATS papers.

4 Minutes

4.1 To confirm the minutes of the meeting held on 28th April 2026

The minutes of the meeting on the 28th April 2026 were considered. It was noted that SW was not involved with the SATS administration and her initials should be removed from matters arising, item 7.4 remove. The Chair, TR and MR had undertaken the monitoring process.

4.2 Matters arising from the minutes not already on the agenda

Matters Arising			
Item	Action (From 11 December)	Who	Statue
Ap1	Report on potential costs of PAT testing *This would now be a task for the summer IT work.* *Governors noted that IT issues have impacted the work of the school following half term. Works planned for the summer had been brought forward unexpectedly.* *Q: Would governors be able to access wifi at some point.* *A: It was confirmed that visitor wifi access was planned and would hopefully be actioned in the summer.*	FCT	Ongoing
Item	Action (From 24 March)	Who	By when
Ap2	Action suggestions from the website review *Confirmed that SLT were working through the issues raised on Governor reports – agreed to mark as completed as this was part of regular maintenance.*	AM/FCT	Closed
Item	Action	Who	Status
Ap3	Notify the LA of a governor vacancy. *Governors discussed skills gaps and identified that recruiting governors with a legal background and / or financial background would be beneficial.* *Governors discussed recruitment strategies including using Linked In and direct promotion at forthcoming community events and with local contacts.* *The clerk offered to share a recruitment tool kit.*	RBP RBP	Closed Open
Ap4	Present Strategic 3-Year Financial Plan to governors *Agenda item*	AM / FCT	Closed
Ap5	Undertake safer recruitment training *Completed and certificate uploaded to Governor Hub*	BT	Closed

5 Educational Performance

5.1 Headteachers' Report

Governors received the report and considered updates relating to staffing, curriculum development, assessment, safeguarding and attendance.

Staffing
Governors were advised that recruitment activity had been successful, with appointments made to cover forthcoming maternity leave and additional music provision. It was noted that one of the two part-time teaching posts had already accepted the post, (the second appointment confirmation was received during the meeting). Governors noted that a Teaching Assistant had successfully secured a place on an apprenticeship route into teaching, funded through the apprenticeship levy.
The Co-Heads reported that details of staffing arrangements for September were still being finalised and would be presented to the July meeting. **Agenda Item**

Governors noted that there were currently three governor vacancies, including the staff governor position.

Music Curriculum
Governors received an update on developments to the music curriculum. It was explained that additional specialist music teaching had been introduced to strengthen provision, particularly in Key Stage 2, and to support the wider arts offer.

Governor question: Would these developments continue to benefit disadvantaged pupils?
Answer: Leaders confirmed that the Music Hub continued to provide support for pupils in receipt of Pupil Premium and that the school remained committed to ensuring pupils wishing to learn an instrument were supported. Governors noted that changes to Pupil Premium arrangements from September could affect the level of financial support available. Options to apply for charitable support for pupils were discussed.
Governors welcomed the enhanced music provision and noted the importance of maintaining opportunities for all pupils.

Curriculum Developments
Leaders advised that minor adjustments would be made to the curriculum for 2026/27, with more substantial changes anticipated following the publication of the revised National Curriculum for implementation from September 2027.
Governors received an update on the use of AIR Education to support writing assessment. Leaders explained that the system had been trialled successfully and was being used from Year 3 upwards to provide an additional layer of assessment alongside teacher judgement.

Governor question: What feedback did the system provide?
Answer: Staff explained that the software assessed composition and structure and could provide whole-class and individual feedback. It was also able to assess against the Herts Grid for Learning. Leaders emphasised that it complemented rather than replaced teacher assessment.
Governors noted that anonymisation processes were in place to protect pupil identities and welcomed the relatively low cost achieved through county funding.

Mathematics
Governors considered progress in mathematics and discussed the continued focus on reasoning and problem-solving.

Governor question: How were staff being supported to strengthen reasoning skills and oracy in Maths?
Answer: Leaders advised that ongoing professional development was taking place through work with the Maths Hub and that additional reasoning resources had been introduced. The Mathematics Lead was supporting staff to adapt elements of the White Rose scheme to provide greater emphasis on reasoning and problem-solving.

Governor question: Was there a positive culture around mathematics amongst staff?
Answer: Leaders reported that staff engagement with mathematics developments was positive. Support arrangements were in place for colleagues requiring additional development and staff have been asked staff to build in I See Reasoning tools into a well thought through weekly Maths programme. Leaders were confident that strong practice was apparent across the majority of the school, evidenced through regular subject monitoring.

Governors noted that the governor with responsibility for Maths had a meeting scheduled with the Maths Lead.

Mathematics Lead to present further information to governors on reasoning and problem-solving at a future meeting **Action**

School Improvement and External Review
Governors noted that the School Effectiveness Officer visit had been rescheduled for 1 July and that the report would be presented at the next meeting. **Agenda Item**

Leaders advised that the Self Evaluation Form had been updated using recent pupil voice and other evidence and that proposed priorities for the School Development Plan for 2026/27 would be presented to governors in July. **Agenda Item**

Governors noted details of the summer holiday club including dates and costs.

Leaders invited governors to notify them if they wished to attend the School Fete and end of year performances. Dates for these were in the last minutes and on the website calendar.

The Soft Federation groups were still meeting including School Business Managers and Governing Board Chairs next week.

Safeguarding
Leaders reported that the number of safeguarding records and linked concerns had increased during the year.

Governor question: Was the increase in safeguarding records due to an increase in concerns or because staff were recording issues more effectively?
Answer: Leaders explained that staff were highly vigilant and increasingly effective at identifying and recording concerns. The increase in recording was viewed positively, as it ensured that significant issues were more likely to be identified and that patterns of concern could be evidenced over time. It was noted that some individual incidents would not necessarily meet statutory thresholds but could contribute to a wider picture if concerns escalated. Governors noted the increasing

pressures on schools arising from reductions in external support services and that schools were often becoming the first point of contact for families experiencing difficulties.

Leaders advised that Suffolk County Council had revised thresholds for intervention and that some cases previously categorised as Child in Need were now directed through Early Help. Governors noted that current waiting times for Early Help support were approximately seven months.

Governor question: Had there been any significant changes to the thresholds for statutory intervention?
Answer: Leaders confirmed that Child in Need thresholds had increased and that only cases involving significant risk of harm, including physical abuse, sexual abuse or parental substance misuse, were likely to trigger statutory intervention.

Governor question: Were there any emerging themes or trends within safeguarding concerns?
Answer: Leaders reported an increase in digital safeguarding concerns, including online sexual abuse and inappropriate online interactions. Wider societal issues, including financial pressures and family relationship breakdowns, were also increasingly evident. Governors discussed national developments relating to online safety and noted that further government guidance for children aged 5 to 16 was expected.

Governors noted that the school had recently held a parent online safety awareness evening, although attendance had been limited.

Governors discussed the risks associated with online gaming and in-game chat functions and considered the challenges posed by unrestricted access to age-inappropriate content.

Governor question: Were there any concerns regarding the suitability of books and other materials accessed by pupils?
Answer: Leaders advised that the school carefully monitored the content available in the library. Manga books had been introduced because of their popularity with older pupils, but staff reviewed materials to ensure they were age appropriate. Certain books were restricted to upper Key Stage 2 pupils. Leaders also expressed concerns about the lack of moderation associated with some online platforms and highlighted occasions where conversations with parents had been necessary regarding pupils accessing age-inappropriate games and content.

Attendance
Governors noted the positive attendance position and were advised that an Education Welfare Officer review was scheduled later in the week, with a report to follow at the next meeting.

6 Staffing items

6.1 Ongoing staff recruitment
Covered under Item 5.1

6.2 Presentation of staffing structure for 2026-27 if available
Agenda item for the next meeting

7 **Soft Federation** – Update
Covered under item 5.1

8 **Safeguarding, Wellbeing and Health & Safety**

8.1 Safeguarding
It was confirmed that there were no additional matters to bring to the attention of the Board.

9 **Governor Monitoring**

9.10 Link Governor Monitoring Reports
Governors noted that monitoring visits relating to Pupil Premium, MFL and SEND had been undertaken or scheduled and that reports would be presented at a future meeting.

10 **Governing Body Membership and Organisation**

10.1 Election of Chair and Vice-Chair
Governors noted that elections would take place at the July Ethos meeting.
Decision: It was agreed that nominations could be made during the meeting and that self-nominations would be permitted.

10.2 Governing Body Roles
Governors agreed that the allocation of link roles for 2026/27 would be considered at the next meeting.

11 **Finance**

11.1 Three-Year financial plan.
Governors received the outturn position and considered the three-year strategic financial plan.
Leaders reported a year-end carry forward of approximately £382,000, representing an increase of around £9,000 compared with the previous year. Governors noted that the school kitchen had continued to make a positive contribution to the school's financial position and that kitchen staff were actively exploring opportunities to generate additional income.

Governor question: Could after school or packed tea provision provide additional income?
Answer: Leaders advised that options were being considered for the next academic year. While food provision during the Easter holiday club had been popular, it had not generated a surplus. Governors discussed opportunities to increase catering income further but noted that the kitchen team was currently operating close to capacity. It was estimated that only a limited increase in additional packed meals could be accommodated for after school provision without additional staffing.

Governors noted that approximately sixty pupils were currently served across three lunch sittings and agreed that consultation on additional after school provision could be undertaken.

Governors noted that support staff pay increases had been lower than originally budgeted, contributing positively to the outturn position.

The Chair commented that the outturn position was stronger than had been anticipated.

Leaders advised governors that national funding arrangements continued to present uncertainty. Governors noted that Sports Premium funding, currently worth approximately £18,000 annually, would cease from January 2027 and would be replaced by a new national structure providing substantially lower levels of funding.

Governor question: What would be the impact of the loss of Sports Premium funding?
Answer: Leaders explained that current funding supported residential visits, outdoor pursuits, swimming transport and cycling proficiency. Governors noted that reductions in funding could result in increased parental contributions being required in future.

Governor question: How would the Local Authority view the current level of reserves?
Answer: Leaders advised that the Local Authority recognised the additional financial challenges associated with operating with a Pupil Admission Number (PAN)of 45 and the limitations this created around class organisation. Governors also noted continuing uncertainty around future SEND developments, including the possibility of an inclusion base.

Governors reviewed the three-year financial plan and acknowledged that projections beyond the immediate year were heavily influenced by assumptions and national policy changes. The Chair commented that previous three-year forecasts had predicted deficits that had not materialised and that the one-year position was therefore of greater practical significance.

Governors were pleased to note that pupil numbers remained relatively stable at 327 pupils, with forty-four pupils expected to join Reception in September. Governors discussed falling rolls across neighbouring schools and the implications this might have for place planning and local provision. It was noted that the reasons for the low PAN was twofold; the size of the classrooms in the 1940s block which is unable to comfortably accommodate more than 26 pupils in each classroom, and the LA's desire not to disadvantage other schools by letting the school increase from 45 to 52

Governor question: Would new housing developments fall within the school's catchment area?
Answer: Leaders advised that discussions were ongoing with the Local Authority regarding place planning. It was noted that any new schools arising from housing developments would likely be academies. Governors were informed that the Soft Federation intended to raise the matter further through local Chairs' meetings to emphasise that existing schools had capacity to meet demand.

Governors discussed Section 106 funding and noted that such funding could only be used for capital projects. Governors recognised that expansion opportunities were constrained by both site limitations and conservation area restrictions.

Governor question: Did the budget allow for the possibility of industrial action and future pay awards?
Answer: Leaders advised that assumptions had been based on indicative pay increases averaging approximately 6.5% over three years. Governors acknowledged that industrial action and national settlements could affect future projections.

Governors considered staffing and recruitment assumptions within the budget.

Governor question: Could more economical appointments be made to reduce costs?
Answer: Leaders advised that recruitment decisions were based on securing the highest quality candidates rather than cost alone. It was noted that recent part-time vacancies had limited opportunities to appoint Early Career Teachers, although the school continued to maintain strong relationships with initial teacher training providers and currently supported one ECT.

Leaders reported that the school had received a strong field of applicants for recent teaching vacancies and, during the meeting, confirmed that the second successful candidate had accepted the music teacher post. Governors welcomed the appointment of two qualified music teachers to support provision from Year 2 to Year 6. Governors recognised the importance of this investment in the curriculum and the contribution it would make to enriching pupils' experiences.

Governors noted that maternity insurance arrangements did not provide full reimbursement of staffing costs.

Decision: Governors approved the three-year strategic financial plan.

Governors agreed that, despite ongoing national uncertainty around funding, pupil numbers and SEND reform, the school remained in a strong financial position and that the plan provided an appropriate framework for maintaining educational provision and supporting the strategic priorities of the school.

12 **Compliance**

12.1 Governors reviewed the following documents:

- Procurement Policy
- Purchasing Policy
- Charges and Remissions Policy
- Sexual Harassment Prevention Guidance

Leaders advised that the first three documents contained only minor amendments.
Governors noted that the Sexual Harassment Prevention Guidance would require consequential amendments to the staff and governor codes of conduct.

Decision: Governors approved the policies and adopted the Sexual Harassment Prevention Guidance.

Review the Code of Conduct documents to reflect the new guidance. **Action**

13 **The Knowledge** –

The Governance Professional highlighted relevant updates from The Knowledge which had been shared on Governor Hub.

14 **Reflection on the Meeting**

Governors reflected that the meeting:

- Provided strategic oversight of the school's financial position and longer-term sustainability.
- Enabled detailed discussion around curriculum development, particularly mathematics and music.
- Considered emerging safeguarding trends and the pressures facing children and families.
- Reflected on the significant national changes anticipated in relation to curriculum reform and SEND provision.

15 **Dates of Future Meetings** - to confirm the dates of future meetings

- 13 July 2026 3.15pm for 3.45pm Ethos: preceded by tea with staff volunteers

Dates for 2026/27

Tuesday 15 September 2026	6.00pm	Ethos
Tuesday 3 November 2026	3.45pm	Resources
Tuesday 15 December 2026	6.00pm	Curriculum
Tuesday 19 January 2027	3.45pm	Curriculum
Wednesday 24 March 2027	6.00pm	Resources
Tuesday 27 April 2027	3.45pm	Curriculum
Tuesday 8 June 2027	6.00pm	Curriculum
Monday 12 July 2027	3.45 for 4.30pm	Ethos – tea with staf volunteers prior to th 4.30pm.

There being no further business the meeting finished at 7.45pm.

Matters Arising			
Item	Action (From 11 December)	Who	Status/ When
Ap1	Report on potential costs of PAT testing *This would now be a task for the summer IT work.*	FCT	Ongoing for reporting in the Autumn term
Ap3	Clerk to share governor recruitment resources	RBP	Open
Item	Action	Who	Status/ When
Ap6	Maths lead to present on maths oracy to FGB	Maths Lead	Open – Autumn term
Ap7	Review codes of conduct to reflect new guidance	AM / FCT	Open – Autumn term

12 Oct 2026