MINUTES OF THE MEETING OF THE LEARNING MEETING OF THE FULL GOVERNING BODY (FGB) OF TRINITY ROAD PRIMARY SCHOOL

Thursday 9 October 2025 at 6.00 pm

Venue: At School

Present:

Mrs Gemma Andrews	GA	Vice-Chair, Local Authority Governor
Ms Tessa Hougham	TH	Co-opted Governor
Ms Sharon Johnson	SJ	Parent Governor
Mr Andy Roberts	AR	Parent Governor
Revd Keith Roddy	KR	Co-Chair, Co-Opted Governor
Ms Tamara Smith	TS	Parent Governor
Ms Louise Thompson	LT	Co-Chair, Co-Opted Governor

In attendance:

Mrs Ellaina Blake	EB	Headteacher ex officio – *by Teams*
Mrs Faye Dennis	FD	School Business Manager
Ms Jen Miller	JM	Deputy Headteacher
Mr Nick Rudman	NR	School Improvement Partner (SIP)
Mrs Karen Redmond	KRe	Clerk (Governance Professional)

Apologies:

None		

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	There were no apologies for absence.
2.	Election of Chair and Vice-Chair	Governors unanimously AGREED KR and LT for the role of Co-Chair. Governors unanimously AGREED GA as Vice-Chair. Governors AGREED that KR should be the named person if only one name was allowed on any system.
3.	Notification of Any Other Business	There were no matters of Any Other Business.
4.	Declaration of Business Interests	Governors NOTED the requirement to complete an annual declaration of business interests on GovernorHub. There were no new declarations of business interests, and no Governor recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.
5.	Chair's Action	Governors NOTED there had been no Chair's Actions taken since the last meeting.

6.	Chair's Business/ Correspondence	Governors NOTED the outcomes from the Improvement Board meeting on 29 September 2025 and the five points to report to the Governing Body: 1. Positives from Early Years Foundation Stage (EYFS) School Effectiveness Partner (SEP) report. An Essex County Council (ECC) EYFS Education Partner visit has been arranged. 2. External support for attendance was being sought particularly relating to Persistent Absence and an appointment had been made with ECC for 13 October 2025. 3. Governance strategy plan with milestones had been agreed and it was essential that all monitoring reports were completed by Governors to demonstrate effective governance. 4. Chelmsford Learning Partnership (CLP) support was in place to ensure teaching & learning was consistently good or better across the school for quality of provision and the continued focus on EYFS rapid improvement. 5. Safeguarding review to be carried out in the spring term by the SIP.
7.	Membership of the Governing Body	1. Governors NOTED: i. the end of term of office for Claire Styles as Parent Governor on 10 October 2025: a parent election process to commence ii. a Co-opted Governor vacancy iii. a Staff Governor vacancy: a staff election to commence. 2. Governors NOTED the requirement to confirm agreement with the following documents on GovernorHub: i. Standing Orders 2025 ii. Terms of Reference for the Pupil Discipline Committee iii. Terms of Reference for Staff Disciplinary/Dismissal/Appeals and Pay Committee (within Pay Policy) iv. Data Consent form v. Part 1 and 2 of Keeping Children Safe in Education 2025 (KCSIE) vi. Code of Conduct 2025 3. Governors NOTED the Governance Attendance Record 2024/25 which will be displayed on the school's website. 4. Governors NOTED the Instrument of Governance.
8.	Minutes of the last meeting	Governors AGREED the minutes of the meeting held on 10 July 2025.
9.	Matters Arising	10.07.25 – item 9.2c: Mastery Number was now established in EYFS and Key Stage 1 (KS1) and had been introduced to Year 3 as a pilot. If successful, the programme will be extended across the school as an intervention tool. All Matters Arising were covered by the agenda or were carried forward.

10.	Policies	1. Governors NOTED the policy schedule as at September 2025: 0. Policy Review Schedule 2025-26.xlsx 2. Governors REVIEWED the following policies for use within the school: i. Anti-Bullying ii. Attendance iii. Capability Procedures iv. Charging & Remissions v. Child Protection/Safeguarding vi. Code of Conduct for staff vii. Code of Conduct for parents and visitors viii. Dealing with Safeguarding Allegations Against Adults *ix.* Pay – *final copy to follow for ratification at the FGB meeting* **Action JM/FD** x. Performance Management xi. Positive Handling xii. Whistleblowing Governors APPROVED the above policies for use in the school.
11.	Finance	1. Governors RECEIVED a report including an update on the school's budget 2025/26 including virements, budget planning, staff staffing costs, formula capital balances, IT/telephone providers, School Fund & Bawdsey Manor, utilities, catering and lettings. i. School Fund Governors NOTED that a spreadsheet was being created to track trip expenditure for the academic year to determine whether families were being undercharged or whether funding should be reallocated from the Pupil Premium Grant (PPG). Governors AGREED to the proposal to set up the management of the School Fund as: School Fund, charitable donations and trips & visits (income & expenditure). ii. Three year budget forecast **A Governor queried whether the three year forecast had been prepared.** FD advised that it was difficult to produce a three year forecast due to the unpredictability of numbers on roll and SEND funding. iii. School Uniform Governors NOTED that the Senior Leadership Team (SLT) was reviewing the cost of school uniform from the current supplier and was seeking quotes from alternative suppliers to ensure it was the most affordable for families. 2. Governors RECEIVED a Chart of Accounts review, cash flow and cost centre report 2025/26

		3. Governors NOTED the Sports Premium Grant statement had been submitted electronically to the Department for Education. The PPG statement was required for submission by 31 December 2025. Both documents will be displayed on the school's website.
12.	Premises and Health & Safety	1. Governors RECEIVED a premises and Health & Safety update within the finance report. Governors NOTED: i. tree works had been completed by a tree surgeon at jubilee woods at a cost of £1300 ii. statutory compliance checks had been completed iii. Mitie had conducted a visit to view the EYFS building roof and confirmed it was on their list to repair it during the next financial year iv. an Environmental Health Officer had conducted an unannounced visit to the catering kitchen on 7 October 2025. The school retained its hygiene rating of five providing the school addressed an issue with a small kitchen sink within seven working days. FD explained that the site of the sink in question had been signed off by ECC on completion of the building and will raise the matter with Morgan Sindall to determine whether the sink was compliant. If necessary, a plumber will be employed to rectify the issue initially from the delegated budget and an invoice will then be submitted to ECC. 2. Governors NOTED the implications of Martyn's Law for school premises security and events (evacuation, lockdown and training): Terrorism (Protection of Premises) Act 2025: Scope (Premises) - GOV.UK Governors thanked FD for her informative reports.
13.	Risk Register	Governors RECEIVED the Risk Register which will be reviewed at the monitoring day on 24 November 2025.
14.	Headteacher's Report	1. Governors RECEIVED Headteacher's report including statutory requirements: admissions, attendance comparisons, safeguarding, SEN and Looked After Children (LAC), behaviour, Pupil Premium Grant (PPG) and staffing update. i. Admissions **A Governor queried whether the lower numbers in Reception had an impact on the budget**. The lower numbers had impacted the budget but most local schools were also below their Published Admission Number (PAN) as there was a low birth rate this year. The numbers fluctuated daily in all year groups due to the transient population and that also had an impact on staff and outcomes. There will

		be a focus on pupil recruitment and retention but the current focus was on improving teaching & learning across the school. **A Governor queried whether the funding was clawed back if a child left the school**. The school's funding was based on attendance on the October census day. ECC clawed back funding if a pupil left the school. **A Governor queried whether ECC informed schools of a predicted drop in birth rate**. There was a difference of opinion between ECC departments and how pupil numbers were calculated. ii. Attendance **A Governor queried what was the purpose of the meeting with the ECC Attendance Officer.** The meeting had been arranged to determine whether there could be any other strategies used to improve attendance not already in place at the school. The school could then evidence that it had followed all available guidance and implemented recommended strategies to improve attendance. iii. Safeguarding **A Governor queried whether the increase in safeguarding incidents and families being supported was with new families and if so were they mainly in EYFS**. The increase in incidents was mainly for new referrals and not all were in EYFS. **A Governor queried whether the new incidents had been reported to social care.** All incidents had been reported and they were mainly with the same pupils; some families had several children and therefore if there was one incident the referral applied to all of them for incidents out of school. **A Governor queried there was a common theme in incidents.** The incidents were mainly due to physical violence, emotional and physical neglect. **A Governor queried whether the rise in the number of referrals impacted on pastoral care.** The increased numbers did have an impact and additional capacity had been provided with the appointment of a learning mentor.

		iv. SEND **A Governor queried whether parents needed to have a One Plan in place for their child to have accommodations for examinations**. A One Plan was not required as the support was part of the universal offer. **A Governor queried whether staff worked with secondary schools to support the transition process**. Secondary schools were invited to the final One Plan meetings and those pupils had additional transitional plans in place. v. Behaviour **A Governor queried whether there were any pupils at risk of Permanent Exclusion.** There were four pupils at risk of Permanent Exclusion and staff were working with those pupils and their families. vi. Pupil Premium Grant (PPG) **A Governor queried whether there had been an increase in PPG numbers following the guidance circulated to parents.** There had not been a marked increase as most families knew that they had to apply for PPG funding for KS2. vii. Staffing **A Governor queried whether the compressed hours for the Pastoral Manager was sufficient**. The Pastoral Manager was reverting to normal hours whilst EB was on maternity leave. **A Governor queried what support was in place when the Site Manager was not on the premises due to the agreed compressed hours.** The School Business Manager and site staff were providing support where needed and the Site Manager had agreed to be on call when not in school. Governors NOTED that two flexible working requests were under advice from Juniper HR Services and were unlikely to be approved due to lack of capacity and the impact on pupils. **A Governor queried whether there was a set precedent as a Learning Support Assistant (LSA) had reduced their hours to 80% from September 2025.**

		The school had taken legal advice from Juniper HR Services who had confirmed this was not an issue as the request had to be reviewed at the time it had been received and circumstances had changed. 2. Governors REVIEWED the School Improvement Plan (SIP) 2025/26 to link with governor monitoring for this academic year. 3. Governors RECEIVED the Self-Evaluation Form (SEF) to link with governor monitoring for this academic year. 4. Governors NOTED the Ofsted framework and toolkit from November 2025.
15.	Data Protection	Governors NOTED there were no reported breaches or incidents or Freedom of Information (FOI) requests. Governors NOTED that FD had spoken to Information Governance Solutions (IGS) about a third party breach by the nursing service. IGS had advised that no action was required by the school but had to use a reporting tool to report it.
16.	Safeguarding update	1. Governors NOTED the information within the Headteacher's report. 2. Governors NOTED the requirement to attend ECC compulsory governor safeguarding training on Monday 20 October 2025. JM to register all governors to Education Essex online. **Action JM/Govs**
17.	Governance Strategy Plan	1. Governors REVIEWED the Governance Strategy Plan with current status annotated. 2. Governors to confirm the monitoring links for 2025/26 in preparation for the monitoring day on 24 November 2024. **Action Govs** 3. Governors NOTED that monitoring visits can be logged on GovernorHub
18.	Governor Development and Training	1. Governors NOTED that TH, SJ and AR had completed exclusions training. 2. Governors NOTED the requirement to complete annual safeguarding training. 3. Governors NOTED GA had completed Cyber Security training in October 2024. 4. Governors NOTED the opportunity to register for exclusions and complaints training by CLP on 23 October 2025 at The Boswells School.
19.	Any Other Business	There were no matters of Any Other Business.
20.	Future Meetings dates 2023/24	Governors NOTED the 2025/26 meeting dates: ***24 November 2025 – monitoring day for all Governors***

		11 December 2025 – SJ apologies 5 February 2026 – online meeting – TH apologies 19 March 2026 – ***budget setting rearranged to 15 April 2025***. 21 May 2026 9 July 2026

Meeting closed at 8.05 pm

Actions:

Date of Meeting/Item	**Topic**	**Minute**
20.03.25 – item 16.2viii	Finance monitoring report	SJ to circulate finance monitoring report
22.05.25 – item 12	Risk Register annual review	A detailed review of the Risk Register to take place during the autumn term monitoring day on 24 November 2025.
10.07.25 – item 6	Elections for governor vacancies	JM/FD to arrange parent and staff elections in the autumn term
09.10.25 – item 10.2ix	Pay Policy	Final version to be provided by FD for ratification at FGB meeting.
09.10.25 – item 16.2	Safeguarding training	Governors to attend ECC compulsory governor safeguarding training on Monday 20 October 2025. JM to register all governors to Education Essex online.
09.10.25 – item 17.2	Monitoring links	Governors to confirm monitoring links for 2025/26 in preparation for the monitoring day on 24 November 2024.