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

Thursday 11 December 2025 at 6.00 pm

Venue: At School

Present:

Ms Charlotte Ball	CB	Staff Governor
Ms Cally Beale	CBe	Parent Governor
Ms Tessa Hougham	TH	Co-opted 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
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:

Mrs Gemma Andrews	GA	Vice-Chair, Local Authority Governor
Ms Sharon Johnson	SJ	Parent Governor
Mr Andy Roberts	AR	Parent Governor

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.	Notification of Any Other Business	There were no matters of Any Other Business.
3.	Declaration of Business Interests	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.
4.	Chair's Action	Governors NOTED there had been no Chair's Actions taken since the last meeting.
5.	Chair's Business/ Correspondence	Governors NOTED the outcomes from the Improvement Board meeting on 12 November 2025 and the five points to report to the Governing Body: 1. Governance strategy plan: with an additional column for Early Years Foundation Stage (EYFS) for specific oversight of Teaching & Learning 2. School Inspection Data Summary Report (IDSR) headline summary report to be provided for Governing Body to understand Ofsted

		focus. Ofsted readiness training will be provided for Governors in March 2025 3. Attendance analysis for next Governing Body meeting noting that attendance was broadly in line with national data 4. Year 3 to 5 focus for next term as identified by Chelmer Learning Partnership (CLP) rather than EYFS as it had made good progress 5. Teaching & Learning remained inconsistent across the school which was improving with CLP support. Governors NOTED that JM will invite the CLP support to attend Improvement Board meetings and ask them to provide written reports for the Governing Body and the Improvement Board. **Action JM**
6.	Membership of the Governing Body	Governors NOTED the following changes to membership since the previous meeting: i. the election of Cally Beale as Parent Governor ii. the election of Charlotte Ball as Staff Governor. Governors NOTED the Co-opted Governor vacancy.
7.	Minutes of the last meeting	Governors AGREED the minutes of the meeting held on 9 October 2025.
8.	Matters Arising	All Matters Arising were covered by the agenda.
9.	Policies	1. Governors NOTED the policy schedule as at December 2025: 0. Policy Review Schedule 2025-26.xlsx 2. Governors REVIEWED the following policies for use within the school: a. First Aid b. Pay c. Play d. School Uniform e. Governor Allowances f. Health & Safety – *model policy* *g.* Fire Procedure – *to sit under Health & Safety (H&S) Procedure* h. H&S Procedure *i.* Lockdown Procedure – *to sit under H&S Procedure* j. Procedure for Dealing with Safeguarding Allegations against Adults in School – *with a minor change to be read in conjunction with the Child Protection Policy* Governors APPROVED the above policies for use in the school.
10.	Finance	1. Finance Reports Governors RECEIVED a Finance Report including Virements, Chart of Accounts Review – Cost Centres Report and Month 8 Reconciliations. There were no concerns at this point in the financial year. Governors NOTED the Essex Schools' Pay Scale April 2026 Guidance.

		Governors NOTED confirmation that the school had one boiler not two and would receive a rebate from December 2022 of £6.5k **A Governor queried why there were some changes in figures in the first two columns in the Chart of Accounts Review i.e. fixed and current budget.** FD advised there would only be a difference if additional funding had been received and a Virement would be actioned e.g. for SEND or classroom support. An additional £26k of SEND funding had been received in addition to the £24k already vired for. Education and Health Care Plans (EHCPs) had been reviewed to ensure pupils were on the correct bandings. **A Governor referred to the difference in the contingency within the carry forward in the three year financial plan and queried the reason for that.** FD advised that any difference in the budget would form part of the carry forward and will be added to the contingency fund. The contingency will be used to improve IT including 54 computers across the school. External IT support will assist with the procurement process. The school was currently running two servers which will need replacing or could consider supplementing with cloud-based servers. **A Governor queried whether the school had Devolved Formula Capital (DFC) funding remaining**. FD confirmed that the school had DFC funding which will be used for the installation of fire doors and an upgrade to the combined wireless system as part of the IT upgrade. The telephone upgrade takes place in January 2026. 2. School Uniform Governors RECEIVED two costed options including adjusted costings for the existing supplier to consider which uniform supplier to appoint. **A Governor queried whether references had been taken up and whether the cheaper supplier were used by many other schools.** FD confirmed that there was a list of schools who used the cheaper supplier on its website and there had been positive feedback from existing users. Governors AGREED to appoint the most cost effective option following a tender exercise. Governors NOTED that the School Uniform Policy will be updated with the new supplier information before being uploaded to the school's website. A communication will be prepared to inform parents of the rationale for change.

11.	Premises and Health & Safety	Governors NOTED the information within the Finance Report regarding works for upgrading the security of the site, utilities, catering and canopy windows. Governors were verbally advised that the school was compliant for all statutory testing and will receive a report at the next meeting. The H&S monitoring report had been completed by GA and will follow for circulation. **Action GA/FD**
12.	Risk Register	Governors NOTED that the Risk Register had been reviewed on 24 November 2025 with no changes. The next review will take place in January 2026.
13.	Headteacher's Report	1. Governors RECEIVED a data analysis presentation and report from the Assessment Lead (CB) from summer 2025 to date with key points for each year group, EYFS data, Year 1 Phonics screening check, Year 4 multiplication check baseline, and Year 6 SATs baseline. **In response to Governor questions:** a. Year 1 were having half-termly phonics assessments and teacher assessments for mathematics b. Year 1 were making good or rapid progress despite their experience in EYFS particularly with reading and writing. Their number work was secure and will be reassessed after Christmas c. progress data could be provided for all year groups who had been at the school since Reception; the data had been provided for Year 6 d. cross moderation took place with other schools and was a positive experience. Moderation needed to be embedded with staff to build their confidence particularly with writing and curriculum delivery will be a focus for a future staff meeting e. there was confidence that this year's data was accurate and it had been cross-referenced with NFER (National Foundation for Educational Research) scores f. some teachers conducted a gap analysis and there needed to be consistency with Teaching & Learning across all year groups and to build a culture of using assessment g. Year 5 was the year group of most concern and the trend for this year group over three years was not positive. There were comprehensive interventions in place h. There were examples of good quality teaching in Year 6. Teachers received training in addition to the daily interventions and they will commence booster sessions after the January 2026 mock tests to determine what areas should be the focus for the spring term i. Year 3 pupils who did not pass Year 1 phonics screening were having rapid catch-up sessions j. staff feedback on the use of Sonar was positive and were using that feedback to improve the next round of assessments. Governors thanked CB for her informative presentation and for her efforts in providing a detailed analysis.

		2. Governors RECEIVED the Headteacher's report including statutory requirements: admissions, attendance comparisons, safeguarding, SEN and Looked After Children (LAC), behaviour, Pupil Premium Grant (PPG) and staffing update. a. Admissions In response to Governor questions: i. there continued to be movement in all year groups and that impacted on teaching & learning and outcomes ii. admissions for September 2026 will be confirmed in April 2026 iii. many families had attended Open Day events and staff had received positive feedback iv. there was a falling birth rate across Essex and some schools may have to reduce their Published Admission Number (PAN). v. there was low attendance for the online Parent Forum and will conduct a survey on how this could be improved. Parents had been invited to visit classrooms intermittently and that was positively received. k. Attendance: was on track and above national for overall attendance l. Persistent absence and severely absent: interventions were in place and were constantly seeking support from the local authority including compliance teams for legal prosecution if needed. The local authority had confirmed that the school was taking all appropriate actions to address low attendance. m. Safeguarding n. SEND **A Governor queried whether the backfilling was working for the SENDCo**. The arrangement was working well and it meant that the school had been able to apply for Individual Pupil Resourcing Agreement (IPRA) funding and conduct reviews. o. Behaviour **A Governor queried whether there had been an impact on behaviour from the new behaviour strategy**. There had been a positive impact but there was increasing violence with a small number of pupils. The Inclusion Partner was providing support and had also requested support from Engagement Facilitators. **A Governor queried whether Open Play was going well.**

		Open Play had conducted a positive site visit and pupils were reacting well. The approach helped with behaviour. p. Staffing b. Governors REVIEWED the progress of the School Improvement Plan (SIP) 2025/26 and the Self-Evaluation Form (SEF).
14.	Data Protection	Governors NOTED there were no reported breaches or incidents or Freedom of Information (FOI) requests.
15.	Safeguarding update	1. Governors NOTED the information within the Headteacher's report. 2. Governors NOTED the Designated Safeguarding Lead (DSL) will review the Single Central Record (SCR) on 12 December 2025. NR will conduct a safeguarding audit on 11 and 12 February 2026.
16.	Governance Strategy Plan	1. Governors REVIEWED the Governance Strategy Plan with current status annotated from the monitoring day on 24 November 2025. Governors were requested to complete the Effectiveness Tool on GovernorHub to assess the Governing Body's current skillset and any identify any gaps. **Action Govs** 2. Governors NOTED the confirmed monitoring links for 2025/26 as agreed on 24 November 2024. 3. Governors NOTED the following monitoring visit reports that had been uploaded to GovernorHub: i. Attendance (TH) ii. Bright Class (TS) iii. Finance (SJ) iv. Safeguarding (LT) v. SEND (TS) vi. Teaching and Learning (LT) vii. Behaviour (KR)
17.	Governor Development and Training	1. Governors that had not yet done so were reminded of the requirement to complete annual safeguarding training. 2. Governors NOTED JM will circulate resources for exclusions training. **Action JM**
18.	Any Other Business	There were no matters of Any Other Business.
19.	Future Meetings dates 2023/24	Governors NOTED the 2025/26 meeting dates: 5 February 2026 – online meeting – TH apologies 15 April 2025 – *budget setting rearranged from 19 March 2025.* 21 May 2026 9 July 2026

Meeting closed at 8.05 pm

Actions:

Date of Meeting/Item	Topic	Minute
11.12.25 – item 5	CLP attendance at FGB and Improvement Board meetings	JM to invite the CLP support to attend Improvement Board meetings and ask them to provide written reports for the Governing Body and the Improvement Board.
11.12.25 – item 11	Statutory Testing report and H&S monitoring report	Governors to receive a statutory compliance report at the next meeting. The H&S monitoring report to follow for circulation from GA.
11.12.25 – item 16.1	GovHub Effectiveness Tool	Governors to complete the Effectiveness Tool on GovernorHub to assess the Governing Body's current skillset and any identify any gaps.
11.12.25 – item 17.2	Exclusions training	JM to circulate resources for exclusions training.