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

Thursday 5 February 2026 at 6.00 pm

Venue: Microsoft Teams

Present:

Mrs Gemma Andrews	GA	Vice-Chair, Local Authority Governor
Ms Cally Beale	CBe	Parent Governor
Ms Sharon Johnson	SJ	Parent Governor
Mr Andy Roberts	AR	Parent Governor
Revd Keith Roddy	KR	Co-Chair, Co-Opted - *Chair for this meeting*
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
Mrs Karen Redmond	KRe	Clerk (Governance Professional)

Apologies:

Ms Charlotte Ball	CB	Staff Governor
Ms Tessa Hougham	TH	Co-opted 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. Governors NOTED that FD had used her father's account at Travis Perkins to receive trade price for purchased items and will invoice the school.
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 11 December 2025 and the five points to report to the Governing Body: 1. Chelmsford Learning Partnership (CLP) report – teaching & learning inconsistency with support and expectations 2. Years 3, 4 and 5 target year groups

		3. Staff training adapted for current needs 4. CLP report – JM to provide clarification for the comment regarding inconsistent support and provision for those at high risk of suspension/permanent exclusion and what were the strengths and weaknesses in SEND 5. Governor monitoring: to create a table of governor comments following each termly monitoring visit and responses/actions to staff for follow up and monitoring progress.
6.	Membership of the Governing Body	Governors NOTED there had been no changes to membership since the previous meeting. Governors NOTED the Co-opted Governor vacancy.
7.	Minutes of the last meeting	Governors AGREED the minutes of the meeting held on 11 December 2025.
8.	Matters Arising	All Matters Arising were covered by the agenda. Governors were reminded to complete the GovernorHub Effectiveness tool if not already done so: GovernorHub
9.	Policies	1. Governors NOTED the policy schedule as at February 2026: 0. Policy Review Schedule 2025-26.xlsx and policy folder: Policies 2. Governors REVIEWED the following policies for use within the school: i. Admissions 2026-27 ii. Behaviour iii. Complaints iv. Disciplinary & Dismissal (staff) v. Early Careers Teachers (ECTs) vi. Early Years Foundation Stage (EYFS) – new policy vii. Financial Regulations Governors NOTED that FD will clarify the limit for BACS requiring Governor approval and will recirculate the document for final approval. **Action FD** viii. Grievance & Staff Behaviour ix. Online Safety – *withdrawn for review and presenting at next meeting* **Action JM/FD** x. Premises Management xi. Recruitment xii. Remote & Hybrid Working xiii. Suspensions and Exclusions xiv. Supporting Children with medical conditions – updated section to add administering Calpol and to be aligned with the change to the First Aid Policy. Governors APPROVED the above policies for use in the school subject to the final version of the Financial Regulations being circulated for approval.

10.	Finance	1. Finance Reports Governors RECEIVED a Finance Report including, Chart of Accounts Review - Cost Centre Report and Month 10 Reconciliations: a. confirmation of budget for 2026/27 had not yet been provided by the local authority and the draft budget was being prepared in anticipation of that being received b. the school had drawn down all remaining capital funding from the local authority and will have an estimated £5k of formula capital remaining to use for IT upgrades. **A Governor queried what was the projected carry forward in the Three Year Budget Forecast**. FD advised that she had not yet prepared the forecast and would need to review previous figures for the next meeting. **A Governor queried whether the Cost Centre report dated 4 February 2026 included all expenditure to that date**. FD confirmed that it included all expenditure and an allocation of £1320 for computers had been paid today. FD was reviewing costs for other office computers and advised that there was a replacement programme for all 54 remaining computers in school. Most commitments were on the Cost Centre report. **A Governor queried why there was an underspend of £57k in classroom support**. FD advised that there had been cost centre allocations to general contingency which were being reviewed from when the original budget had been set and there were virements from SEN funding. **A Governor queried if the rates allocations were correct**. FD advised that the rates bill had to be submitted to the local authority by 31 December and there was always a lag in funding. The local authority will redress any underpayment in next year's budget. Governors NOTED that SJ and Andy will arrange a budget planning meeting with FD before the pre-budget meeting on 19 March 2026 and to review the Schools Financial Value Statement (SFVS) for submission by 31 March 2026. 2. Virements Governors NOTED the virements to the budget following additional funding being received and a clawback of £1,710 of Sports Premium Grant (SPG) final allocation adjustment. 3. Pupil Numbers projections

		Governors NOTED applications for September 2026. There was a drop in numbers across the Chelmsford schools which could affect 2027/28 funding. 4. Pupil Premium Grant (PPG) and SPG 2024/25 statements. Governors NOTED both statements which were published on the website. **A Governor queried why there were funds remaining in the PPG allocation**. FD advised that she would review cost centre allocations as incorrect coding could have been used and will ensure the correct coding was used when drafting the next budget. FD confirmed that most PPG funding had been used and any remaining SPG funding would be for the Opal playground programme.
11.	Premises and Health & Safety	1. Governors NOTED the Essex County Council (ECC) Full School Premises Inspection Tour report dated 3 February 2026. 2. Governors NOTED the Health & Safety and Premises report including progress on statutory compliance. The Site Manager had completed Control of Substances Hazardous to Health (COSHH) training. There were no RIDDOR reportable incidents. Governors NOTED the requirement for the school to make a financial contribution towards the cost of the roof replacement at the rear of the school based on pupil numbers. **A Governor queried whether there was a risk in using the areas near to the boilers before they were replaced.** FD confirmed that there had been no comment from Mitie on any further risks. The identified risk had been addressed by sealing the pipes. FD will confirm with the Site Manager what should not be stored in the boiler room. **A Governor requested a written statement of the remedial works completed on the flue and explicit guidance on what needed to happen prior to it being decommissioned**. FD agreed to request that information. **Action FD** **A Governor queried whether there had been any safety concerns relating to the prison**. FD advised that there had been a site visit today to check the perimeter fence by two members of the prison. FD and JM have been invited to attend a meeting with the prison duty manager to reestablish expectations on accessing the school site. **A Governor queried whether the prison staff had Enhanced DBS checks and whether there were risk assessments in place**.

		JM advised that the prison staff were aware of when they could visit the school site. JM will raise the matter during the meeting with the prison duty manager to ensure their safety clearances were appropriate for children.
12.	Risk Register	Governors NOTED that JM had reviewed the Risk Register and will provide an update for the next meeting. JM advised that measures were being put in place to mitigate the risk for a staffing matter and to ensure pupils had high quality provision. **Action JM**
13.	Data Protection	Governors NOTED there were no reported breaches or incidents, Subject Access Requests (SARs) or Freedom of Information (FOI) requests.
14.	Headteacher's Report	Governors RECEIVED the Headteacher's statutory report including admissions, safeguarding, SEN and Looked After Children (LAC), behaviour, PPG and staffing. **A Governor referred to the high number of safeguarding incidents and on the SEND register and queried whether there was sufficient Senior Leadership Team (SLT) capacity to support them.** JM advised that staff were encouraged to report all concerns no matter how minor they seemed. Any incidents for LAC also had to be reported as a safeguarding matter due to the impact on their ability to access the classroom, self-regulation and relationships because of their traumas. **A Governor queried whether the number of staff requesting to reduce their working hours was because of school or personal reasons and was there a need to conduct another staff survey**. JM confirmed that a staff survey was circulated three weeks ago and will report the findings at the next meeting. All requests were for personal circumstances or work life balance and not because of issues within their working environment. **Action JM**
15.	Safeguarding update	1. Governors NOTED the information within the Headteacher's report. 2. Governors NOTED the Designated Safeguarding Lead (DSL) had reviewed and signed the Single Central Record (SCR) this term with no concerns raised. Governors were reminded of the safeguarding audit on 11 and 12 February 2026 and a report will be provided for the next meeting. **Action JM**
16.	Governance Strategy Plan	1. Governors NOTED the Governance Strategy Plan will be reviewed at the next meeting following the spring term monitoring visits. 2. Governors NOTED the autumn term monitoring visit reports that had been uploaded to GovernorHub. 3. Governor NOTED the monitoring day on 5 March 2026.

17.	Governor Development and Training	1. Governors that NOTED that all had now completed annual safeguarding training except for one and LT advised that she would resend the link for the training. **Action SJ** 2. Governors NOTED that it would be useful to complete exclusions training and that resources were available on GovernorHub.
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: 15 April 2025 – *budget setting rearranged from 19 March 2025*. 21 May 2026 9 July 2026

Meeting closed at 7.40 pm

Actions:

Date of Meeting/Item	**Topic**	**Minute**
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.
05.02.26 – item 9.2vii	Financial Regulations	FD to clarify the limit for BACS requiring Governor approval and to recirculate the document for final approval.
05.02.26 – item 9.2ix	Online Safety Policy	To be presented at next meeting for approval.
05.02.26 – item 11.2	Statement on remedial works to boilers	FD to provide a written statement of the remedial works completed on the flue and explicit guidance on what needed to happen prior to it being decommissioned.
05.02.26 – item 12	Risk Register	JM to provide an update for the next meeting.
05.02.26 – item 14	Staff Survey outcomes	JM to provide a report of the findings from the January 2026 staff survey at the next meeting.
05.02.26 – item 15	Safeguarding Audit report	JM to provide the safeguarding audit report from the visit on 11 and 12 February 2026 at the next meeting.
05.02.26 – item 17.1	Safeguarding training	SJ to complete annual safeguarding via link provided by LT