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

Thursday 15 April 2026 at 6.00 pm

Venue: School

Present:

Ms Cally Beale	CBe	Parent Governor – *until 7.20 pm*
Ms Tessa Hougham	TH	Co-opted 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 – *on Teams*
Mr Nick Rudman	NR	School Effectiveness Partner, Essex County Council (ECC)
Mrs Karen Redmond	KRe	Clerk (Governance Professional)

Apologies:

Mrs Gemma Andrews	GA	Vice-Chair, Local Authority Governor
Ms Charlotte Ball	CB	Staff Governor
Ms Sharon Johnson	SJ	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 23 February 2026 and the five points to report to the Governing Body: 1. Staff training and monitoring impact for consistency of delivery 2. Safeguarding review 3. Governance Strategy Plan review at next FGB particularly focusing on parent engagement. 4. Staffing challenges for best practice and absences 5. Assessment: phonics

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 5 February 2026.
8.	Matters Arising	05.02.26 – remedial works on boilers: the design will be completed in May 2026 for installation in the autumn term. All other Matters Arising were covered by the agenda or carried forward.
9.	Policies	1. Governors NOTED the policy schedule as at April 2026: 0. Policy Review Schedule 2025-26.xlsx and current policies within the policy folder: Policies 2. Governors REVIEWED the following policies for use within the school: a. Online Safety including Acceptable Use and Data Security b. SEND Information Report: i. date at the top of document should read 2026 and not 2065 ii. page 12: reference to Autism Central should be replaced by Space Peer Support. c. SEND (Inclusion) **A Governor queried whether there should be named staff within the policy**. JM advised that she had been advised that certain roles had to be named and the policy would be updated should there be any staff changes or amendments to key roles. d. Data Protection e. Financial Regulations f. Records Management Governors APPROVED the above policies for use in the school subject to the amendments being made before being published.
10.	Finance	1. Governors RECEIVED a finance report including an update on the budget 2025/26 and Year End position with a carry forward of £485,920. Governors NOTED that SJ and AR had conducted a finance monitoring visit on 20 March 2026 and had scrutinised the Year End 2025/26 and the proposed budget 2026/27 in detail. Governors NOTED the clarification provided for the queries raised during the monitoring visit. 2. Governors NOTED the Virement of £8,763 for additional SEN funding.

		3. Governors NOTED that there were 41 confirmed admission places offered for September 2026. 4. Governors REVIEWED the proposed budget 2026/27. **A Governor queried why there was so much carry forward.** EB advised that historically not all the budget had been spent and that had now been addressed. The carry forward will be used to balance the budget for the next few years. **A Governor queried whether the vulnerability regarding pupil numbers had been allowed for in the budget.** FD advised that pupil numbers had been maintained for the last two years and had budgeted for 400 on roll for the next two years compared to the capacity of 420. Governors APPROVED the budget 2026/27 subject to final minor amendments. 5. Governors NOTED that the School Value Financial Statement (SFVS) had been submitted by the deadline of 31 March 2026. 6. Governors REVIEWED the three year budget position which currently predicted a deficit position for 2027/28 and 2028/29, but this was subject to change until funding had been confirmed. Governors thanked FD for all her efforts.
11.	Premises and Health & Safety	1. Governors RECEIVED an updated statutory compliance report including that legionella testing had been arranged for May 2026 and all other statutory compliance requirements had been completed. 2. Governors REVIEWED the ECC School Condition Survey dated 6 February 2026. 3. Governors NOTED the report concerning the boiler room ceiling arising from the Condition Survey which confirmed there were no concerns that required attention. 4. Governors NOTED that there were no RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable incidents
12.	Risk Register	Governors NOTED that the Risk Register with RAG commentary had been reviewed in detail during the monitoring day on 5 March 2026 and had subsequently been updated. Governors NOTED that most risks were reducing and mitigation strategies were working well. There were two risks that remained 'red'; one was a staffing matter that was being dealt with in liaison with external support, and the second was regarding the Education and Health Care Plan (EHCP) outcomes by ECC which were out of the school's control and had the biggest impact on the funding of Bright Class and those at risk of Permanent Exclusion.

		Governors AGREED that pupil numbers should be added as a risk. **Action JM**
13.	Data Protection	1. Governors RECEIVED the Data Protection Officer (DPO) Report from ECC Information Governance Support (IGS) dated 19 February 2026 and NOTED that the school remained satisfactory. 2. Governors NOTED there were no Subject Access Requests (SARs) or Freedom of Information (FOI) requests. There had been two near misses by staff which did not reach the threshold for reporting to the Information Commissioner's Office (ICO) and additional staff training had been provided.
14.	Headteacher's Report	1. Governors RECEIVED the Headteacher's statutory report including admissions, attendance, safeguarding, SEN and Looked After Children (LAC), behaviour, PPG and staffing. Governors NOTED: a. admissions remained the same as last year but there continued to be high levels of transition b. overall attendance was above national. The school proposed appointing Aquinas at an annual cost of £4,000 to provide additional capacity to focus on those with absence from 10% to less than 15%, provide analytical reports, support interventions and support external reviews. **A Governor queried whether there was a high number of emotionally based school avoidance (EBSA) and whether the school used the ECC toolkit**. JM advised that EBSA was not a particular concern and the ECC toolkit was being used but not having a big impact. A member of staff had attended further training and will review practice again particularly for target groups: Free School Meals (FSM), SEND and Years 1 and 3. Governors AGREED to appoint Aquinas subject to a review of impact of their support at the end of the first year. c. safeguarding **A Governor queried whether the 77 safeguarding incidents were for different pupils**. JM advised that there were five pupils under social care and 28 individual concerns which was lower than last term. **A Governor queried what types of categories were the safeguarding concerns and could an analysis be included.** JM advised that neglect was the highest concern and will include an analysis within the next report. **Action JM**

		d. behaviour **A Governor queried whether data could be provided for reportable behaviour incidents i.e. racism, homophobia, child on child and bullying.** JM agreed to provide the data for the next report. **Action JM** *CB left the meeting at this point at 7.20 pm* e. staffing Governors NOTED the changes to the staffing structure. 2. Governors REVIEWED progress on the School Improvement Plan (SIP) 2025/26 linked to the earlier discussion on the Risk Register commentary. Governors NOTED that a pupil progress data report will be provided for the next meeting. **Action JM** 3. Governors RECEIVED the Self-Evaluation Form (SEF) based on the new Ofsted Framework with a RAG commentary that will be reviewed by EB and JM on EB's return to school after the summer half-term. 4. Governors REVIEWED the Staff Wellbeing Survey March 2026 report with findings, key strengths identified, priority areas for development and recommended actions. There had been positive feedback from staff which was pleasing and an improvement on previous surveys.
15.	Safeguarding update	1. Governors NOTED the information within the Headteacher's report. Governors RECEIVED feedback on the key points from the ECC Safeguarding Briefing for Governors 2026 attended by KR and LT. **A Governor queried whether staff training was required for the annual review of filtering and monitoring systems**. EB confirmed that filtering systems were in place and further training will be provided for the monthly monitoring required by Keeping Children Safe in Education. JM confirmed that the key points within the briefing had been addressed by the school or were already in place. Staff training will also be arranged for seclusion. 2. Governors RECEIVED the Safeguarding Review Report dated 11 and 12 February 2026 with findings, strengths and recommendations. Governors NOTED that the report validated the school's self-evaluation.

		A Governor referred to the report's recommendations and next steps and queried whether they had been actioned. JM confirmed that the recommendations were being addressed.
16.	Governance Strategy Plan	1. Governors NOTED the Governance Strategy Plan with RAG commentary that had been reviewed during the spring term monitoring day on 5 March 2026. The next key focus will be on enhancing parental engagement and communication. 2. Governors NOTED the following spring term monitoring visit reports which had been uploaded to GovernorHub: a. Attendance (TH) 05.03.26 b. GDPR (AR) 06.02.26 c. Premises (AR) 06.02.26 d. Subject Leaders (LT, KR, TS, CB) 05.03.26: the next visit will focus on Foundation Subject Leaders and Governors will prepare more focussed questions to ensure time for feedback from staff. e. Finance (SJ, AR) 20.03.26 – *see finance report for pertinent points covered during the budget review.*
17.	Governor Development and Training	1. Governors that NOTED the following training had been completed since the last meeting: a. School Inspection Data Summary Report (ISDR) and Ofsted preparation with the School Effectiveness Partner on 5 March 2026 for all Governors b. Safeguarding for governance refresher 2025/26 by SJ 2. Governors discussed a training programme based on feedback from completion of the Effectiveness Tool (skills audit) on GovernorHub. Training modules were available on Governor Training | GovernorHub and links will be shared by the Clerk.
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: 21 May 2026 9 July 2026 23 June 2026: morning - monitoring day

Meeting closed at 8.00 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.
15.04.26 – item 12	Risk Register update	Vulnerability for pupil numbers to be added as a risk.
15.04.26 – item 14.1c	Safeguarding analysis	Detailed analysis to be provided for categories of safeguarding concerns in the next Headteacher's report
15.04.26 – item 14.1d	Behaviour – reportable incidents	Data analysis to be provided for reportable behaviour incidents i.e. racism, homophobia, child on child and bullying in the next Headteacher's report