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

Thursday 21 May 2026 at 6.00 pm

Venue: School

Present:

Ms Charlotte Ball	CB	Staff Governor
Ms Cally Beale	CBe	Parent Governor
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 Louise Thompson	LT	Co-Chair, Co-Opted Governor

In attendance:

Mrs Faye Dennis	FD	School Business Manager
Ms Jen Miller	JM	Deputy Headteacher – *on Teams*
Mrs Karen Redmond	KRe	Clerk (Governance Professional)

Apologies:

Mrs Gemma Andrews	GA	Vice-Chair, Local Authority Governor
Mrs Ellaina Blake	EB	Headteacher ex officio
Ms Tamara Smith	TS	Parent 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	Apologies for absence were ACCEPTED.
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 20 April 2026 and the five points to report to the Governing Body: 1. Recruitment and staffing including high quality candidates applying for posts, settlement agreement being finalised with a member of staff and there was a smooth handover in process for the substantive Headteacher's return. 2. Data including that staff had engaged well in the next round of data training and pupil progress meetings will take place next week with teachers from each year group, the Assessment Lead and

		Headteacher. Governors were welcome to attend the progress meetings on Monday, Wednesday and Friday from 8.55 am and from 10.00 am. 3. Staff training: there had been slow uptake on scaffolding but on reflection the training plan had been too ambitious this year. 4. AI: staff had received guidelines on how to use Artificial Intelligence (AI) appropriately and training was planned this term. A policy was also being drafted. 5. Governance Plan: will be reviewed in line with the updated SDP and SEF linked to the new Ofsted Framework.
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 15 April 2026.
8.	Matters Arising	All other Matters Arising were covered by the agenda.
9.	Policies	1. Governors NOTED the policy schedule as at May 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: i. Inclusion ii. SEND Information Report (*with final amendments following previous meeting*) iii. Use of Restrictive Interventions (The Key model policy and replaces Positive Handling) **A Governor queried how interventions were recorded and tracked to see whether there were any repeated actions**. JM advised that interventions were restricted to five members of staff. There was a process in place for recording interventions on CPOMS and for being transparent with parents. The school will also write to parents confirming actions taken. **A Governor queried how the school's statistics compared to others**. JM advised that she did not have that information although there may be national data. Staff used de-escalation tools in school and the seclusion and restriction actions should be monitored by Governors. **A Governor queried what was meant by seclusion**.

		JM advised that seclusion could mean e.g. evacuating the classroom and keep a child causing concern in the class. iv. Artificial Intelligence (AI) – new policy v. Data Protection including: a. Child Friendly Privacy Notice b. Data Protection Policy Statement c. Freedom of Information Publication Scheme d. Privacy Notice – Artificial Intelligence e. Privacy Notice – Delivery of curriculum and pastoral care f. Privacy Notice – Educational records for ex-pupils g. Privacy Notice – Managing Employment h. Privacy Notice – Managing School Governors i. Privacy Notice – Managing Security j. Privacy Notice – Managing volunteers k. Privacy Notice – Online payments l. Privacy Notice – School photos and additional activities m. Privacy Notice – School visitors n. Privacy Notice – Special Educational Needs o. Overarching Privacy Notice p. Parents Guide to Subject Access Requests (SAR) q. Records Management r. Security Measures s. Statutory Request t. UK GDPR Rights Guidance for Parents & Carers Governors APPROVED the above policies for use in the school. Governors AGREED that the Charging and Remissions Policy (including debt recovery) required further review to include reference to legal action and model letters. To also consider incorporating the Dinner Money Debt Policy within it. **Action FD**
10.	Finance	1. Governors REVIEWED the finance report including an update on the budget 2025/26, cashflow and cost centre reports. **A Governor queried whether the school had reviewed the school uniform supplier.** FD confirmed that the change in supplier will take effect from October 2026 as agreed previously by the Governing Body. There were existing supplies available to support parents during the transition. **A Governor queried why the decision had been taken to use Bradwell Outdoors rather than visit France for the Year 6 residential trip**. JM advised that the proposal to visit France had initially been agreed by parents but there had then been a lack of support which meant that the school had confirmed Bradwell Outdoors instead. 2. Governors APPROVED the virements as outlined in the report including the additional SEND Education and Health Care Plan (EHCP) funding of £8,500.

		Governors NOTED that the school had also received £44,000 of Individual Pupil Resourcing Agreement (IPRA) post 20 week funding and additional Education and Health Care Plans (EHCPs) had been approved for Bright Class pupils which covered 40% of the costs. 3. Governors NOTED the drop in admissions to 36 for September 2026. The Numbers on Roll had also been impacted by families in temporary accommodation being relocated and leaving the school. Governors NOTED the drop in admission numbers will impact the 2027/28 budget. **A Governor queried whether the school still required support from Aquinas for attendance**. JM confirmed that Aquinas support for attendance was required and would provide capacity for regular onboarding for transient families. **A Governor queried whether staffing numbers should be reviewed with falling pupil numbers**. JM advised that she had spoken with the Headteacher regarding the impact of options for staffing and restructuring Reception and Year 1, and they will be discussed further on the Headteacher's return from maternity leave to confirm the best option for September 2026.
11.	Premises and Health & Safety	1. Governors RECEIVED a Premises report including: a. Health & Safety local authority audit had been scheduled for 2 June 2026. b. gas boilers c. roof replacement d. internal decorating/flooring replacement on stairs e. boundary wall – car park/church yard f. water coolers g. external electricity supply for temporary swimming pool. Governors NOTED that the school had reviewed the quality of the current swimming pool lessons and had taken a decision to provide swimming lessons on site with a temporary swimming pool to ensure pupils reached the statutory requirement of swimming 25 metres. **A Governor queried whether a risk assessment had been completed and whether the temporary pool was covered by insurance**. JM confirmed that insurance and risk assessments were included in the costs. All the provider's staff had been DBS (Disclosure and Barring Service) checked. **A Governor queried whether the area being used for the temporary pool was secure**. JM advised that the pool would be sited in the locked multi-use games area (MUGA) and the pool would be covered every day.

		A Governor queried how much would the new arrangements cost and had it been budgeted for. JM advised that there would be an increase in costs of £2.5k and the Sports Premium Grant will be used for this purpose. There may also be a possibility of income for spare slots. There would also be a saving in time travelling to and from the current provider meaning pupils would have more time for other activities. **A Governor queried how confident was the school that attainment will improve with the new arrangements**. JM advised that the provider's data demonstrated an improved pass rate as it was more intensive. The current pass rate was 25% and therefore not value for money. **A Governor queried the percentage of pupils expected to reach the required distance with the new provider**. The provider's website stated that they had an 80% pass rate. The provision will be reviewed after this year and will consider other options if it proves unsuccessful. h. remedial works. 2. Governors RECEIVED an updated statutory compliance report and progress on actions required. 3. Governors NOTED that there was one potential RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable incident and it had been confirmed by the local authority that it did not meet the criteria for reporting.
12.	Risk Register	Governors REVIEWED the Risk Register with RAG commentary which had been updated to include a risk for falling Numbers on Roll. **A Governor queried whether the temporary pool should be added as a risk**. JM confirmed that the pool will be added as a risk and will review the final documentation when received from the provider. There will also be a contract of services for what was being commissioned. **A Governor queried whether any action could be taken to address the inconsiderate parking by parents as there was a risk of an accident outside the school gates**. JM advised that regular reminders were sent to parents reminding them of the danger of parking close to the school but there were persistent offenders. It was not the school's responsibility to manage parking off the school site.

		A Governor queried whether the school could request concrete bollards at from the local authority. JM agreed to enquire whether bollards were possible and if there was other support the local authority could provide for inconsiderate parking. **Action JM**
13.	Data Protection	1. Governors NOTED that there had been no data breaches, Subject Access Requests (SARs) or Freedom of Information (FOI) requests. 2. Governors NOTED that all actions from Information Governance Support (IGS) Audit had been addressed. 3. Governors NOTED that the current data retention period was set at three years and will be reduced to one year. FD will draft data retention expectations advice for staff on what should not or should not be saved. **A Governor queried whether there was a regulatory minimum**. FD advised that she would speak with IT Support for guidance. **Action FD** 4. Governors NOTED that the website had been reviewed to ensure there were no images of pupils on the website to avoid misuse of Artificial Intelligence. The school calendar had also been removed to avoid publicising events widely. Most staff names had also been removed.
14.	Headteacher's Report	Governors REVIEWED the Headteacher's statutory report including admissions, attendance including persistent absence, safeguarding, SEN and Looked After Children (LAC), behaviour, Pupil Premium Grant (PPG) and staffing. **A Governor queried whether attendance strategies had had impact and had improved attendance**. JM confirmed that the strategies had had impact and support from Aquinas will provide further capacity and improvement. The non-statutory pupils' attendance had been removed from the presented data. **A Governor queried whether the focus was still for the 10 to 14% absence**. JM confirmed that it will be the focus on EB's return and plans had been prepared. **A Governor queried whether the number of severely absence had reduced**. JM confirmed that the number had reduced to four from the eight reported at the last meeting. **A Governor queried whether Aquinas had commenced their support**.

		FD advised that the first meeting was booked for 16 June 2026 at 10.00 am and TH was welcome to join. Aquinas had provided a letter to send to parents advising of what will be put in place. **A Governor queried whether a review had taken place of the SEND Register**. JM confirmed that a review had taken place but there little change due to the high needs in school. **A Governor queried what had caused the higher number of suspensions**. JM advised that there had been seven suspensions last week due to poor behaviour. One pupil was at high risk of Permanent Exclusion and they had an engagement facilitator and Social, Emotional and Mental Health (SEMH) support but there was not positive improvement. **A Governor queried whether there were links between EHCPs and suspensions**. JM advised there was not a link for the recent suspensions, and the two pupils were not on the SEND register. **A Governor queried whether external support had been sought for concerning behaviours**. JM advised that she had sought external support and educational interventions had been put in place. The parents had also been informed.
15.	Safeguarding update	Governors NOTED the information within the Headteacher's report.
16.	Governance Strategy Plan	1. Governors NOTED that the Governance Strategy Plan with RAG commentary will be reviewed at the next monitoring day for review at the next meeting. 2. Governors NOTED that TS had conducted a SEND monitoring visit and the report will follow. Monitoring reports were available on the GovernorHub **Action TS**
17.	Governor Development and Training	1. Governors that NOTED the following training had been completed since the last meeting: a. Ofsted Preparation (TH) - resources will be circulated for discussion at the next monitoring day b. Essex County Council termly governance briefing (KR, LT and TH). 2. Governors discussed a training programme based on feedback from completion of the GovernorHub Effectiveness Tool (skills audit) and that will be referred to within the strategic plan. Governors NOTED the training modules available on Governor Training | 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: 9 July 2026 23 June 2026: morning - monitoring day

Meeting closed at 8.00 pm

Actions:

Date of Meeting/Item	**Topic**	**Minute**
21.05.26 – item 9.2	Charging and Remissions Policy and Dinner Money Debt Policy	Charging and Remissions Policy (including debt recovery) to be reviewed to include reference to legal action and to add model letters. To also consider incorporating the Dinner Money Debt Policy rather than having a separate policy.
21.05.26 – item 12	Support with inconsiderate parking	JM agreed to ask whether bollards were possible and if there was any other support the local authority could provide.
21.05.26 – item 13.3	Data retention regulatory minimum	FD to speak with IT Support for guidance.
21.05.26 – item 16.2	SEND monitoring visit report	TS to provide SEND monitoring visit report from May 2026