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

Thursday 9 July 2026 at 6.00 pm

Venue: Microsoft Teams

Present:

Ms Charlotte Ball	CB	Staff Governor
Ms Cally Beale	CBe	Parent 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 - *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:

Mrs Gemma Andrews	GA	Vice-Chair, Local Authority 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 the Chair's Actions taken since the last meeting to reappoint Zenergi for energy procurement as they had reduced their commission and offered the best price.
5.	Chair's Business/ Correspondence	Governors NOTED the outcomes from the Improvement Board meeting on 11 June 2026 and the five points to report to the Governing Body: 1. IB to continue through the autumn term to provide support whilst recognising the good progress leaders had made. 2. Falling pupil numbers and the impact on funding, budget and staffing. 3. Positive learning walk outcomes and Quality of Provision had improved as noted within the SEP report. 4. Focussed series of CPD for staff in the autumn term.

		5. Targeted support for a small number of staff not consistently meeting expectations.
6.	Membership of the Governing Body	1. Governors NOTED there had been no changes to membership since the previous meeting. 2. Governors NOTED the Co-opted Governor vacancy. 3. Governors NOTED the resignation of Tamara Smith as Parent Governor from 31 August 2026, and an election process will be required. **Action EB/FD** 4. Governors APPROVED the appointment of Tamara Smith as Co-Opted Governor from 1 September 2026.
7.	Minutes of the last meeting	Governors AGREED the minutes of the meeting held on 21 May 2026.
8.	Matters Arising	All other Matters Arising were covered by the agenda, were carried forward or had been completed.
9.	Policies	1. Governors NOTED the policy schedule as at July 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. Charging and Remissions incorporating Dinner Money Debt **A Governor queried the reference to letters being sent a week after the debt had been incurred but in practice parents received an email the day after and every day thereafter and whether the wording need to be amended**. FD advised that was the current process was managed by ScopePay and those were not the actions taken by the school. The school was considering changing provider and would then amend the policy to reflect current practice. ii. Early Careers Teachers (ECT) Statutory Induction iii. Safer Recruitment iv. Allergy v. Mobile Phone Governors APPROVED the above policies for use in the school.
10.	Finance	1. Governors REVIEWED the finance report including budget 2026/27, year end query, chart of accounts review, teacher pay 2026/27, admissions impact on budget, energy procurement, formula capital balances and school fund. **A Governor queried whether Essex County Council (ECC) Finance Monitoring had agreed with FD's approach to water and sewerage costs.**

		FD advised that the external finance support had agreed with her approach and was awaiting a response from ECC. The school could now evidence what had been spent on water. **A Governor queried why the amount spent on classroom support was low to date**. FD advised that she would check the payroll journals to check the allocation as it did not look correct. **Action FD** **A Governor queried whether there should be a separate budget line for Pupil Premium Grant (PPG) or whether it was included within the local authority grant**. FD confirmed that PPG was drawn out of the local authority income. **A Governor queried the high amount of teaching budget remaining.** FD advised that she had budgeted for a member of staff who had not been appointed and for the teachers' pay award not yet allocated. The commitment will increase once the school had employed the additional member of staff and pay award implemented. **A Governor queried the reason for the professional services non curriculum budget being over by £7k**. FD advised that she would check and advise. **Action FD** **A Governor queried why no monies had been spent from the SEND, Early Years Foundation Stage (EYFS) and phonics budget**. FD advised that cost centres had been based on last year's allocations and expenditure may have been taken from other budgets and will keep that under review. 2. Governors NOTED there were no virements for approval at this meeting but there would be a virement required once confirmation of Department for Education (DfE) additional funding towards the teachers' pay award and local government services' pay award for support staff had been received. 3. Governors NOTED pupil number projections with 37 admissions for EYFS for September 2026 which will impact future funding but not the 2026/27 budget. **A Governor queried what would be the financial impact for 2027/28**. FD advised that she would complete a five year budget forecast. The ECC budget tools provided a three year projection and in the third year the budget was in deficit.

		EB advised that she had spoken with ECC of her concern of the school being financially viable if admission numbers continued to drop as the school had been asked by them to increase to a two form entry. The situation will continue to be monitored. 4. Governors NOTED that the DfE will publish further guidance in September 2026 on changes to the Sports Premium Grant and what would replace it. The school had received reassurance that it would receive its current allocation as expected in October 2026.
11.	Premises and Health & Safety	1. Governors REVIEWED the premises report including works to be completed before the end of the summer holiday, complaints regarding trees, canopy windows, drainage works and remedial works. **A Governor queried the cost implications of the drainage service**. FD advised that she would request a quote and it may be included within the emergency repair works. A meeting had been arranged for next week to discuss concerns. Although the school was out of guarantee with Morgan Sindell, the issue of a broken window and blocked drains through building works rubbish had been raised with them 18 months ago by the caretaker with little response. The school may require local authority support. Governors suggested that if no progress was made during the scheduled visit, a formal letter be drafted expressing their concerns of ongoing issues that had been raised for some time. 2. Governors REVIEWED the updated statutory compliance report and progress on actions required. 3. Governors REVIEWED the Health & Safety Audit report dated 2 June 2026 and NOTED that they would receive an update on actions at the next meeting. **Action FD** 4. Governors NOTED that there were no potential RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable incidents.
12.	Risk Register	Governors REVIEWED proposed updates to the Risk Register as outlined in the Headteacher's report: i. pupils at risk of Permanent Exclusion ii. process and funding for Education, Health and Care Plans (EHCPs) iii. informal support for a member of staff iv. new curriculum: next stage of quality assessing and ensuring each subject was well sequenced v. leadership capacity vi. falling numbers on roll and potential reduction in Published Admission Number (PAN) in 2027/28 vii. phonics progress: Myland Primary will conduct an audit in September 2026 to determine what support they could offer and to

		provide support plans. Phonics was a high priority next year and the school must be realistic on how it could be supported to ensure it was sustainable with current staffing issues. The updated Risk Register will be presented at the next meeting for approval. **Action EB**
13.	Data Protection	Governors NOTED that there had been no data breaches, Subject Access Requests (SARs) or Freedom of Information (FOI) requests. Governors REVIEWED the Information Governance Support (IGS) newsletter dated 30 June 2026 including changes to SAR procedures in schools.
14.	Headteacher's Report	1. 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. number on roll: there were currently 42 spaces but that changed daily due to the impact of transient families b. attendance had dropped slightly although was close to national due to the extreme heat in the last two weeks and a partial closure on three days. **A Governor queried whether there had been a change in approach for fines and will Aquinas advise on the process.** EB stated that the school did not authorise holidays. The school had received several requests from families attending funerals abroad and they were permitted three days for that purpose. The school did not benefit from fines which was a complicated process with little impact and considered each family circumstance before requesting the fine process commence which Aquinas would support. **A Governor queried how the DfE Regional Improvement for Standards and Excellence (RISE) programme sat along Ofsted expectations**. EB advised that the RISE programme was being promoted through DfE and participant schools were being encouraged to take on board those suggestions to support attendance. c. Persistent Absence had dropped and was close to national which was positive progress and testament to the huge endeavours by the attendance team. Aquinas will be targeting those families with significant absence from September 2026 as all other strategies both internally and externally had failed for those with those Severe and Persistent Absence. **A Governor queried whether attendance should improve for Disadvantaged pupils with Aquanis support or were there other strategies planned beyond that**.

		EB advised that it would improve Disadvantaged attendance in some instances as the majority of Aquinas families were entitled to PPG. The school was above national for attendance for those entitled to Free School Meals (FSM). Family Solutions should be involved earlier in the attendance related issues and will try to seek as much support for those families as possible. The pastoral team was closely involved in the process. d. safeguarding: Bright class was now fully sustained by EHCPs as the process for funding had speeded up and was much improved. **A Governor queried whether staffing was now more stable in Bright Class**. EB confirmed that staffing was more stable with two members of staff and one supply staff who may become permanent. The class will take 12 children instead of nine into that provision. There was a big celebration of the progress made with pupils receiving their own meaningful reports demonstrating progress and achieving in their own right which evidenced massive progress in that area. e. behaviour: there had been two Permanent Exclusions this term with no appeal received so far from either. The SENDCo had attended a local authority panel for one of those children for them to have a place in a more appropriate setting which was a positive step. The other child was thriving in their current provision and huge amount of local authority support had been put in place for them. **A Governor queried whether there were any others at risk of Permanent Exclusion**. EB advised that a Looked After Child (LAC) was at risk and there were significant concerns. Social services were involved and the school had also asked the local authority for an urgent meeting to discuss how best to support the child and had asked the School Effectiveness Partner (SEP) to assist in identifying any other strategies to support them. *FD left the meeting at this point at 7.00 pm* f. staffing: since the report had been circulated, a resignation had been received from a LSA and were interviewing for September. 2. Governors REVIEWED the whole school assessment as presented to Governors on 23 June 2026. The publication of SATs results had been delayed by DfE and the spring and summer data will be shared once available from all staff for review at the next meeting. **Action CB** **A Governor queried whether the delay in publication of SATs results would restrict time for any papers that needed remarking**.

		JM advised that it would be difficult to do as publication of the results was expected on last day of term but CB will endeavour to submit any requests by the new deadline of 24 July 2026. The school normally sent a very small number back for remarking. 3. Governors NOTED that a report on the use of 'Walk Thrus' from September 2026 will be provided later in the autumn term and will be part of the monitoring schedule. **Action EB** 4. Governors REVIEWED the term dates 2027/28 and Inset Days. **A Governor queried why an Inset Day was being held in October instead of November**. EB advised that it was hoped that it would help reduce absences being next to half-term. The autumn term was a very long term and it was hoped that by reducing the first half-term it would assist both staff and pupils wellbeing as well as attendance. 1 and 2 September 2027 22 October 2027 4 January 2028 5 June 2028 Governors APPROVED the above Inset dates.
15.	School Development Plan (SDP) and Self-Evaluation Form (SEF)	1. Governors REVIEWED progress on SDP 2025/26 as discussed at Governor monitoring day. **A Governor queried how the school performed compared to SDP 2024/25 against the SDP targets 2025/26.** EB advised that the first priority had been successfully met as EYFS was now a strength and that had been validated by internal and external reviews. The second priority for consistency of teaching and learning was still in progress as referred to in her report. **A Governor queried whether some targets needed to be scaled back for next year to make them achievable within the current capacity.** EB advised that the top three priorities next year were ensuring that mathematics and writing were effectively and consistently taught, that there was adaptive teaching in all lessons and that phonics progress did not drop. Each of the priorities sat with a different member of staff and was recruiting for September 2026 to provide additional capacity. 2. Governors REVIEWED each of the five proposed priorities for SDP 2026/27 with rationale: i. secure consistently high quality teaching through effective adaptive practice ii. embed excellence in early reading and phonics iii. develop and implement a new writing curriculum iv. develop a consistent mathematics curriculum

		v. strengthen leadership, accountability and professional standards. **A Governor queried whether the SDP targets linked with the Inspection Data Summary Report (IDSR).** EB confirmed that the targets linked to the IDSR e.g. it highlighted the need to address writing and mathematics. The SEP reviews identified that subject leaders needed guidance on proactively leading a subject within the allocated time and leading a subject independently which had been provided. **A Governor queried whether subject leaders received training**. JM advised that the Chelmsford Schools Partnership (CTSA) offered subject leader training and both Early Careers Teachers (ECTs) attended in the spring term. One ECT had also been buddied with a previous subject leader to build confidence to take on a subject and to undertake assessments.
16.	Safeguarding and Mental Health & Wellbeing	1. Governors RECEIVED an update from the Safeguarding Governors including that the SEP report had been used to monitor actions including for the Single Central Record (SCR) which had been addressed immediately. Governors NOTED that the monitoring of safeguarding would be built into next year's strategic plan. 2. Governors CONSIDERED leaders' workload and wellbeing. LT and KR were regularly in contact with leaders and will ensure formal notes were kept in future on a monitoring form to report at FGB meetings.
17.	Headteacher's Performance Management Review (PMR)	Governors AGREED to continue with the current external support for the Headteacher's PMR process for this academic year and the final review meeting in September 2026 before handing over to a new SEP due to a change in responsibilities at the local authority.
18.	Governance Strategy Plan	1. Governors NOTED progress of the three year Governance Strategy Plan with RAG commentary had been reviewed and updated during the recent governance monitoring day and included next steps for 2026/27 e.g. training needs. 2. Governors REVIEWED the following monitoring reports: i. Attendance (TH) 23.06.26 ii. Finance (AR) 23.06.26 iii. GDPR (AR) 23.06.26 iv. Opal Play (LT) 16.06.26 – a visit will be arranged in the autumn term for Governors to see transformation in the playground. Governors were also welcome to attend the open day on 6 and 7 August 2026 v. Premises (AR) 23.06.26 – the boiler will be replaced over the summer and the roof was being fixed in EYFS on 18 July 2026

		vi. Safeguarding (CB, LT) 23.06.26 – EB had reminded all staff that everyone was responsible for safeguarding and not only the Designated Safeguarding Leads (DSLs). vii. SEND (TS, KR) 23.06.26. Governors NOTED that the monitoring reports were available on the GovernorHub
19.	Governor Development and Training	1. Governors that NOTED the following training had been completed since the last meeting: a. Suspensions and Exclusions (CB) 16.06.26 b. Managing Suspensions and Exclusions (TH) 10.06.26 c. Suspensions and Exclusions (KR) 15.06.26 d. Suspensions and Exclusions (TS) 14.06.26 Governors NOTED the requirement to complete Safeguarding for governance | GovernorHub Knowledge training which had been updated to reflect the Keeping Children Safe in Education (KCSIE) changes for 2026/27. **Action Govs** 2. Governors NOTED that a training programme based on feedback from completion of the GovernorHub Effectiveness Tool (skills audit) was referred to within the Governance Strategy Plan for action. Governors NOTED the training modules available on Governor Training | GovernorHub.
20.	Any Other Business	There were no matters of Any Other Business.
21.	Governance Reflection	Governors AGREED that the agenda and meeting were focused, collaborative, and addressed all key items effectively in support of the school's priorities.
22.	Future Meetings dates 2023/24	Governors NOTED the 2026/27 meeting dates: Tuesday 15 September 2026 at 6.00 pm on Teams - *no clerk – annual compliance and training: apologies from SJ* Tuesday 13 October 2026 at 6.00 pm in person Thursday 15 December 2026 at 6.00 pm on Microsoft Teams Wednesday 3 February 2027 at 5.30 pm on Microsoft Teams Wednesday 21 April 2027 at 5.30 pm in person Tuesday 25 May 2027 at 6.00 pm on Microsoft Teams – *with cover clerk* Wednesday 14 July 2027 at 5.30 pm in person

Meeting closed at 8.00 pm

Actions:

Date of Meeting/Item	Topic	Minute
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.
09.07.26 – item 6.3	Parent Governor election	Following resignation of Tamara Smith as Parent Governor from 31 August 2026, an election process will be required.
09.07.26 – item 10.1	Budget query re classroom support	FD to confirm why the amount spent on classroom support was low to date and if the payroll journal was correct
09.07.26 – item 10.1	Budget query re professional services non curriculum	FD to confirm why the professional services non curriculum budget was over by £7k
09.07.26 – item 11.3	Health & Safety Audit Actions report	Governors to receive a report on actions arising from the Health & Safety Audit report dated 2 June 2026
09.07.26 – item 12	Risk Register	Updated Risk Register to be presented at the next meeting for approval.
09.07.26 – item 14.2	SATs results	Spring and summer data to be shared once available from all staff along with DfE published SATs data.
09.07.26 – item 14.3	WalkThru report	A report on the use of 'Walk Thrus' from September 2026 will be provided later in the autumn term and will be part of the monitoring schedule.
09.07.26 – item 19.1	Safeguarding training 2026	Governors to undertake Safeguarding for governance | GovernorHub Knowledge training which had been updated to reflect the Keeping Children Safe in Education (KCSIE) changes for 2026/27.