

**Gresham Village School and Nursery**

**FULL GOVERNING BODY MEETING**

**Tuesday 4<sup>th</sup> November 2025 at 1800**

**MINUTES**

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**Present**

Stephen Balmer-Walters - Chair	SBW	Sarah Rankin – Clerk
Faye Herron – Head of School	FH	
Richard Lord – Deputy CEO	RL	
Rosabelle Batt	RB	
Lauren Taylor-Brown	LTB	

**ACTIONS challenges DECISIONS**

**ACTIONS LOG**

Item	Action	By whom	Date	Completed
3	Governors to update their pecuniary interests on GovHub	ALL	Soonest	done
5	Draft EDP article	FH	Next meeting	Roll over
6	Update monitoring visit form	SR	Soonest	TBC
7	Share safeguarding action plan	FH	Soonest	done
7	Safeguarding report to governors – check when due	SR	soonest	discussed

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	<b>ACTIONS</b>
The Chair welcomed Governors to the meeting. There were apologies from GCB and SN. There were no declarations.	
It was noted that GS has resigned from the LGB following 25 years in her role as school governor. It was agreed that this will be communicated to parents in the next newsletter. RB to organise gift.	<b>RB</b>

## 2. ELECTION OF VICE CHAIR

	ACTIONS
LTB was voted in as Vice Chair of the LGB.	

## 3. MINUTES OF THE MEETING OF 29<sup>TH</sup> SEPTEMBER - ACCURACY

	ACTIONS
The minutes of the meeting of 29 <sup>th</sup> September were approved for accuracy..	
<b>Matters arising:</b>	
<p><i>Update on pupil voice:</i> FH advised that the questionnaire has been actioned today but that some tweaking may be required. FH reported that years 5 and 6 were left to fill in the form by themselves, but that relevant info was not being recorded. TA's are carrying out the survey where they are able. <b>LTB asked whether the school is able to rely on the results of the survey given that the children know the person asking the questions.</b> FH felt that the children have been honest in their answers, observing that if children do not know the adult they might clam up.</p>	
<p><i>Update on communication to parents:</i> LTB noted that there remains a lot of worry and concern within the parent body, along with a lot of negative chatter. <b>With the window for pupil applications opening in January, LTB felt that a communication from the school to parents detailing the progress that has been made since September would be really valuable.</b> The Head advised that some parents have been in to see her and stressed that parents should be encouraged to make an appointment to discuss any concerns with her directly. <b>Governors agreed that positive PR is needed and felt that assemblies where parents are in attendance present a good opportunity for FH to celebtate the progress that has been made since her arrival at Gresham.</b> Concerns in the community about bullying and behaviour issues at the school were recognised although it was flagged that this could be a perception issue. FH advised that the behaviour policy is currently being worked on and will be shared with all parents when approved. <b>Governors and the school agreed that the key is getting parents in to school where they can see calm and well behaved children who are ready to learn.</b></p>	

## 4. HEAD OF SCHOOL'S UPDATE

	ACTIONS
<p>The Head gave a verbal update on the school. The following was noted:</p> <ul style="list-style-type: none"> <li>• 13 children have looked around the school in the space of 4 days.</li> <li>• Posters are being created to circulate at local nurseries. Valley Farm will be targeted next. <b>Governors suggested that Claire from VF could be invited to look around the school as a PR exercise.</b></li> </ul>	

<ul style="list-style-type: none"> <li>• Love of reading being promoted across the school. Regular parental engagement sessions being held where parents are invited to come in and read with their children for 15 minutes.</li> <li>• Parents and local community invited to the school carol concert in the church. Funding opportunity noted: School council are raising funds for new play equipment.</li> <li>• Celebration assemblies are taking place</li> <li>• Positive behaviours being celebrated with HT letters inviting class nominated children to enjoy hot chocolate and cake with FH. <b>Governors welcomed this celebration of good behaviour which has received positive feedback from children.</b></li> <li>• Wensum Hub have been in for Read Write Inc training</li> <li>• SN continues to lead progression in phonics, recognised by Wensum Trust.</li> <li>• VNET writing moderations next week at Sheringham. Teachers will have the opportunity to see what great writing looks like.</li> <li>• Observations and appraisals took place last term.</li> <li>• The CEO will be holding a staff meeting later in the term regarding Ofsted.</li> <li>• CPD has taken place in maths, science and reading</li> <li>• Lots of sports taking place and dance starting next week</li> <li>• After school clubs discussed. FH reported that a wide range of clubs have been put on but that take up has been disappointing. <b>LTB observed that there wasn't much notice given regarding the clubs and that many parents had already organised childcare.</b> FH recognised this and will monitor take up going forward. SBW commented that as a Director of The Nest, he may be able to get them to come in to the school. Badminton was also flagged as an easy to play/set up and gender-neutral sport. The challenge of space at the school was agreed.</li> <li>• Next steps: behaviour policy, parents guide, curriculum audits, SEND audit, focus on reading and assessing children in a timely manner.</li> </ul>	
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## 5. SAFEGUARDING

ACTIONS
<p>No issues to report since the last meeting.</p> <p><b>Online safety:</b> Social media discussed and it was agreed that the National College Parent guidance should be shared. An assembly has taken place on online safety. <b>LTB asked for clarification on the policy with phones at school.</b> FH advised that this is a non-issue as children don't bring phones into school. <b>LTB asked if there is a risk that children are bringing them in to school and that this is being missed by staff.</b> FH felt that it would be really hard for children to hide this, but agreed to send a reminder to parents that phones are</p>

<p>not allowed in school. It was confirmed that there is a Trust Online safety policy.</p> <p><b>Safeguarding action plan:</b> updated action plan tabled at the meeting. SCR currently being worked on and will be complete by Christmas and checked by AO. Support is available for Julie if she needs it.</p> <p><b>Steps training:</b> needs to be reviewed and refreshed in January.</p> <p><b>Online safety policy:</b> needs to be updated on the website Governor challenge was discussed. LTB will circulate a bank of safeguarding questions which will be useful for governors to refer to during meetings and visits. LTB and FH are meeting on Friday and will carry out a school walkthrough.</p> <p><b>Safeguarding link governor query:</b> LTB reported that following the National College safeguarding training, she raised a query with the Trustee responsible for safeguarding regarding a parent being the safeguarding link governor. Susi Walters, Trustee, has confirmed with LTB that this is not an issue for the Trust. The LGB agreed however that should a safeguarding issue occur in LTB's child's class then a conflict may arise and she will need to step back.</p>	
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## 6. GOVERNANCE

	ACTIONS
<b>Training:</b> all governors have completed the required training	
<b>Community governor recruitment:</b> High schools will be approached. The Head of Gresham's school is meeting with Faye and Rosabelle and this will be raised.	ALL
<b>Annual Governance Statement:</b> will be updated. Governors asked to read through ready to approve at the next meeting.	ALL
<b>Self-evaluation:</b> SBW to work on this and circulate for approval at the next meeting.	SR
<b>Monitoring form:</b> reviewed and to be updated by the Clerk	
<b>Monitoring day programme:</b> it was agreed that going forward this will take place over two half days rather than a full day, with the programme driven by the SIDP. It was agreed that monitoring days should give staff and children the opportunity to showcase what is going on in the school. It was agreed that this will be an opportunity for staff to practice conversations about all the things that they have been doing at school, in advance of the Ofsted visit.	

## 7. INFORMATION FROM THE TRUST BOARD

	ACTIONS
Chairs' meeting next week.	

## 8. POLICIES

	<b>ACTIONS</b>
None	

## 9. INFORMATION TO BE SHARED WITH TRUSTEES

	<b>ACTIONS</b>
<p>The following will be sent up to the Trust:</p> <ul style="list-style-type: none"> <li>• Governor monitoring form simplified for more effective reporting</li> <li>• GVSN LGB are learning from other schools in the Trust and following the 'Governor in School' format of other primaries.</li> </ul>	

## 10. DATE OF NEXT MEETING

	<b>ACTIONS</b>
Monday 1 <sup>st</sup> December at 6pm	

## 11. A.O.B.

	<b>ACTIONS</b>
<i>Update on Friends of Gresham Village: roll over to next meeting.</i>	

With no further business the meeting closed at 8.10pm

**Date of next meeting: Monday 1<sup>st</sup> December 2025 at 6pm**

## ACTION LOG

Item	Action	By whom	Date
1	Flowers for GS	RB	soon
6	Updated AGS for approval	ALL	Next meeting
6.	Updated self-evaluation for approval	ALL	Next meeting
6.	Monitoring form to be updated	SR	Next meeting