

**Gresham Village School and Nursery**

**FULL GOVERNING BODY MEETING**

**Monday 29<sup>th</sup> September 2025 at 1830**

**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	
Sophie Neylon	SN	
Georgy Clifton Brown	GCB	

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	<b>ACTIONS</b>
The Chair welcomed Governors to the first meeting of the academic year and FH's first meeting as Head of School. It was noted that AB and AV have stepped down from the Governing Board. GS was absent. There were no declarations.	

**2. ELECTION OF THE CHAIR AND VICE CHAIR**

	<b>ACTIONS</b>
SBW was thanked for his work as Chair of the LGB last year. SBW put himself forward to lead as Chair for a further year. This was unanimously agreed by the Board. The election of Vice Chair was postponed to the next meeting.	
The Chair acknowledged what a difficult year it was for the school last year with the loss of such an influential and long standing headteacher. It was recognised that this was a particularly difficult period of uncertainty for the leadership and governing body of the school as well as the parent community. The Chair acknowledged that the school and governors did not get everything right, and that lessons can be learned. However it was stressed that now is the time to draw a line under it, look to the future and support the new Head of School. RL agreed that the uncertainty around long term absence was	

challenging for staff and parents, but noted that support was given from other Heads and RL was present in school on a weekly basis. The challenge of capacity across the Trust was acknowledged, and it was recognised that another Head was not available to step in. RL advised that the Trust are reflecting on events and the Education and Standards Committee will be discussing the need to put structures in place to manage exceptional events such as this. It was noted that RL will be meeting on a weekly basis with FH, and that SBW and FH will be meeting regularly. The importance of Governors being present and visible in school was stressed. SBW encouraged other members of the Trust SLT to attend the LGB meetings if available.

### 3. LGB CODE OF CONDUCT AND DECLARATION OF PECUNIARY INTERESTS

	ACTIONS
Governors read the LGB Code of Conduct in advance of the meeting and agreed to abide by it. The Clerk reminded Governors to update their interests on their profile on Governor Hub as these need to be published on the website.	ALL

### 4. MINUTES OF THE MEETING OF 14<sup>th</sup> JULY - ACCURACY

	ACTIONS
The minutes of the meeting of 14 <sup>th</sup> July were approved for accuracy. There were no matters arising.	

### 5. HEAD OF SCHOOL'S UPDATE

	ACTIONS
<p><b>School on a Page (SONAP):</b> It was observed that this new format encapsulates an accurate view of where the school currently is. FH advised that the Year 6 October assessments will provide a more accurate prediction for this small cohort of 15 children. <b>Governors asked whether this cohort has always been small.</b> FH advised that the school lost 20 children over the summer term across all year groups.</p> <p>End of year data was reviewed. FH confirmed that writing outcomes for all year groups is an SIDP priority. FH advised that the PP data breakdown will be provided going forward. Governors were informed that the key foci going forward for the school are attendance, safeguarding and behaviour. Attendance was discussed with Governors reflecting upon last year's overall attendance figure of 93.5%. FH advised that the Attendance Policy has been rewritten and that attendance will be monitored every two weeks. The issuing of fines was discussed. RL informed Governors that very detailed reports are received from the DfE every half term which are valuable for comparison</p>	

across the country. This helps by providing a benchmark of how the school is doing compared to other schools in similar situations. **Governors asked how persistent absence is managed.** FH advised that support will be put in place at an early stage to manage this. **Governors asked for clarity on how low attendance is supported.** FH stressed that poor attendance can lead to legal intervention and therefore early support from the school is paramount. It was confirmed that a letter will be sent home to parents with children with lower than 95% attendance. Parents will be invited to attend a meeting to explore the reasons for the low attendance and how the school can support the family. **Governors raised the safeguarding issues with non-attendance.** FH confirmed that office staff are required to record clear reasons for non-attendance. The SLT are looking at ways to promote and reward good attendance, but it was noted that it is not always clear cut, and that there can be legitimate reasons for absence.

**Behaviour:** FH reported that a focus of the beginning of term has been on behaviour expectations, and that class contracts have been signed by the children which has created a bit of healthy competition between classes. Behaviour plans have been updated. School values are being promoted consistently and expectations are clear. The importance of acknowledging and rewarding good behaviour was agreed. FH explained that staff need confidence in managing behaviour consistently and reassured Governors that she is always on hand to allow teachers and TAs to carry on teaching thereby minimising disruption. FH is currently rewriting the Behaviour Policy following consultation with staff. A parent guide will accompany it when finalised.

**Governors considered whether the loss of 20 children from the school over the summer term was due to poor handling of behaviour last term.**  
**Governors agreed that it is essential to communicate all the positive things happening at the school to parents recognising that communication from the school to parents has been lacking.** It was agreed that this will be really appreciated by the parents following an unsettled summer. The importance of PR was underlined. FH agreed to address this in the next newsletter.

The Chair congratulated FH on how much has been achieved thus far and stressed the need to communicate this with parents. The need to change the narrative was underlined as well as the need for parents to trust the new Head. It was agreed that this may take time. Social media and marketing was discussed. Governors acknowledged the challenge of additional workload. It was agreed that a good social media channel can reduce the WhatsApp group chatter. An article in the EDP was discussed to focus on the new Head and the school being chosen as one of the schools to work on a project with the Norwich and Norfolk Festival. Head to action.

**FH**

<p><b>SIDP:</b></p> <p>Priorities as follows:</p> <p><b>Priority 1:</b> To establish a progressive mixed age curriculum which builds upon pupil's prior knowledge.</p> <p>FH informed Governors that decisions regarding the mixed-age classes were made in the summer term which did not give teachers enough time to prepare. RL advised that Twilights are booked into the calendar and curriculum audits have been set up with the Trust. RL reassured Governors that there is expertise across the Trust regarding teaching mixed aged classes. In addition Cornerstones have experience of mixed-age curricula.</p> <p><b>Priority 2:</b> To develop a shared language and understanding of what high-quality teaching looks like at GVS.</p> <p><b>Priority 3:</b> To embed inclusive practices into every lesson for all pupils.</p> <p><b>Priority 4:</b> To improve writing outcomes in all year groups</p> <p>FH advised more CPD is coming up regarding Pathways to Write.</p> <p>It was confirmed that progress against the SIDP priorities will be update on the SONAP for each LGB meeting.</p> <p><b>Governors asked what support has been put in place for FH as a new Head.</b></p> <p>RL advised that the CFO has come to meet her at the school and will be supporting FH. RL is supporting leadership. Meetings take place for Heads across the Trust. RL will carry out FH's appraisal after half term and will discuss and identify need. Governors were reassured that support is in place going forward. FH commented that support from the Trust has been great and readily available, and that other Heads have been very supportive.</p>	
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## 6. GOVERNANCE

	ACTIONS
<p><b>New Trust Handbook and changes to governance:</b> Governors were encouraged to read the new handbook which now has everything in one place, and contains a wealth of information including the structure of the Trust, terms of reference and scheme of delegation. The new process to communicate with the Trust was discussed, whereby link governors send up a report to the Education, Curriculum and Standards Committee twice a year, and once a year for Sports Premium. This process has been standardised across all schools to allow for effective monitoring by the Trust. The Clerk will prompt link governors at the appropriate time.</p>	
<p><b>Governor roles:</b> Confirmed as:</p>	

SEND and PP: GCB Safeguarding: LTB Sports Premium: SBW Pupil Voice: RB The monitoring visit form was discussed. It was agreed to add a comment box for Pupil Voice and Safeguarding to encourage governors to cover these areas whenever they visit the school. <b>CLERK TO UPDATE FORM.</b>	SR
<b>Training:</b> Governors were reminded to complete the required annual training on the new training platform National College, namely Certificate in Safeguarding for Governors, Certificate in GDPR for Governors and Certificate in Harmful Sexual Behaviours for Governors. Governors are also required to complete the NCSC Cyber Security training as per the notification on Governor Hub.	
<b>Annual LGB self-evaluation date:</b> confirmed as <b>Tuesday 4<sup>th</sup> November at 6pm</b> at school.	
<b>Dates of meeting 2025/26:</b> New start time agreed: 6pm Monday 1 <sup>st</sup> December Monday 2 <sup>nd</sup> February Monday 23 <sup>rd</sup> March Monday 11 <sup>th</sup> May Monday 6 <sup>th</sup> July	

## 7. SAFEGUARDING

	<b>ACTIONS</b>
<b>Safeguarding audit:</b> Carried out by the LA in July. Following this an action plan has been created, and training addressed. FH observed that clear systems need to be put in place with regard to the SCR, and that a large piece of work needs to be carried out on staff files. RL added that experienced office managers across the Trust can support the office with this, and the CEO can put his Ofsted hat on to assist. Governors were grateful for the support provided by the Trust. <b>LTB asked for the action plan to be shared. This was agreed. FH TO SHARE ACTION PLAN.</b>	FH
FH reported that there are mixed levels of confidence across the school with regard to safeguarding, and that this needs to be addressed. <b>Governors were pleased to hear that safeguarding will be high up on staff and LGB agendas. Governors asked if more support is needed in recording on CPOMS.</b> FH agreed that this will be ongoing, often on a case by case basis. <b>Governors recognised that this would take time and asked if there is anything the Trust can do to speed the process up.</b> FH confirmed that the statutory training was received on INSET day including an evaluation form (pre and post training). It was noted that there is plenty of additional training available on National College. FH will focus on those staff who need more support, and observed	

<p>that the key is to keep talking about safeguarding so all at the school live and breathe it, and to empower staff so they feel confident to record.</p>	
<p>LTB will be meeting with FH every half term to monitor progress with the action plan. LTB stressed the need for Governors to challenge safeguarding at every meeting, and for this to be recorded in the minutes.</p>	
<p>Pupil voice was discussed. LTB and RB have met to plan a safeguarding survey to explore children feeling safe at school and who they can talk to. This will be carried out this term. The Annual Safeguarding Report to Governors was raised. <b>CLERK TO CHECK WHEN THIS IS DUE.</b></p>	<p>SR</p>
<p><b>LTB noted that FH had suggested zoning of the playground to manage behaviour and asked for an update.</b> FH advised that this has not been necessary and that behaviour has been good with regular reminders on how to behave being given. Football is occupying children at lunchtimes. SN commented that consistent routines including lining up to enter and leave the classroom is having a positive impact on behaviour. SN added that staff are feeling empowered and more confident in dealing with behaviour.</p> <p>RL confirmed he is satisfied that there is a lot of robust work taking place around safeguarding</p>	

## 8. INFORMATION FROM THE TRUST BOARD

	ACTIONS
<p>RL advised that the Trust now has a roving caretaker who will be coming into school to paint FH's office. The need to make the school buildings really appealing was agreed.</p>	

## 9. POLICIES

	ACTIONS
<p>The following policies were ratified by Governors:</p> <ul style="list-style-type: none"> <li>• Attendance policy 25-26</li> <li>• GVS Safeguarding policy</li> </ul>	

## 10. INFORMATION TO BE SHARED WITH TRUSTEES

	ACTIONS
<p>The new LGB escalation form to the Trust was discussed. The following will be included:</p> <ul style="list-style-type: none"> <li>• New Head in situ and settling in well</li> <li>• RL presence on the LGB a big positive</li> <li>• Appropriate SIDP priorities</li> </ul>	

<ul style="list-style-type: none"> <li>• Chair appreciated communications from James Macadam over the break</li> <li>• Safeguarding first and foremost at the school and on LGB/Staff agendas</li> <li>• More focussed/tight agendas</li> <li>• Governors liked the format of SONAP and felt this would reduce the Head's workload</li> <li>• Concerns over the financial implications going forward regarding the reduction of numbers on roll over the summer term</li> <li>• Communication with parents – positives happening in school need to be disseminated</li> <li>• Marketing the school in the community</li> </ul>	
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### 13. DATE OF NEXT MEETING

	<b>ACTIONS</b>
Tuesday 4 <sup>th</sup> November at 6pm	

### 13. A.O.B.

	<b>ACTIONS</b>
None.	

With no further business the meeting closed at 8.30pm

**Date of next meeting: Tuesday 4<sup>th</sup> November 2025 at 6pm**

### ACTION LOG

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