



Newnham Croft Primary School

Meeting of the Full Governing Body held at 6pm on Wednesday 9 July at school

Governors present: Edward Ferguson (Head–EF); Matt Day (Chair–MD); Eleanor Toye Scott (joint Vice-Chair ETS); Dani Redhead (DR); Yudan Ren (YR); Katy Holliday (KH); Razia Mangera (RM); Hugh Clough (HC); Joseph Watts (JW); Simon Hill (SH); Emma Smith (ES); Leng Lee (LL); Pat Tate (PT); Annie Hanekom (AH)

Also in attendance: Helen Bracey (Clerk - HB)

The meeting was quorate.

1. Welcome and apologies for absence

The Chair welcomed members. Apologies received from Matthew Crawford (MC); Ave Wrigley (AW) and Nick Whitehead (NW).

2. Declarations of interest relating to items on the agenda

None.

3. Re-election of Co-opted Governor

ETS left the room during this item.

MD proposed, HC seconded and members approved unanimously to re-appoint ETS as a co-opted governor.

4. Review and acceptance of the minutes of the meeting held on 7 May 2025

The minutes were accepted as a true record and signed by the Chair.

5. Matters arising and review of actions from the minutes of the meeting held on 7 May 2025

- F1202:01 – Closed. Emergency access to Queens’ will remain open, even during the build.
- F0705:01 – Closed
- F0705:02 – Closed
- F0705:03 – Closed
- F0705:04 – Closed

6. Reports from Committees

- **Teaching and Learning** – The Committee had a useful discussion around reviewing policies from the LA in the context of the school.
- **Personnel and Finance** – The budget is looking healthy, particularly considering the countrywide picture. The school will be able to cover the 1% shortfall for teacher pay rises. The committee discussed the financial shortfall in funding the kitchen and how to address the gap – reducing staff hours; improving meal uptake; remove the flexibility in meal sign up ie not daily but weekly; annual rise in cost per meal.

- **Eco and Premises** – The committee discussed the locked COSHH cabinet, fire extinguishers, the hall roof, the SDP and costing the outdoor learning space that will replace the international garden. With regards to the rotten beam-end outside the hall, a compliance officer from CCC visited to assess the problem, whilst the school waits for the next phase of work from the CAR structural engineer. The governor who arranged the visit noted that governors have a legal responsibility to report such a problem and therefore liability, and by reporting to the Council [following their own inspection] liability transfers to them while waiting for the school employed contractor to carry out further investigations.
- **HTPM** – The committee, including the LA school advisor discussed targets and future targets were set.

A governor raised a question about whose responsibility it is to contact the LA regarding a structural problem? EF said he can sometimes feel out of the loop and going forward he would prefer this type of issue to go through him.

7. Governance

- The Chair plans to put his name forward for another year from September; he invited others to stand if they wish. The joint vice-Chair said was unlikely to take on the role due to other commitments and plans to step down as vice-Chair in the autumn. It was also agreed that having 1 vice-Chair was probably easier than having a split role.
- Monitoring visits – these are more or less on track, other than H&S reports still outstanding, which could be reported on verbally at the next EPC meeting.
- Governor roles and meeting dates – these will be looked at over the summer, and meeting dates have been circulated and agreed.
- Self-assessment – governors had held a useful gathering to review this.
- Governor impact statement - the most recent statement will be used as a template; governors were asked to record anything they have achieved for the school outside of their immediate governor remit eg the governor who secured 50 refurbished laptops for the school.
- LA school improvement report – provides useful evidence for capturing how the school is doing, though needs to be redacted as necessary to maintain GDPR compliance.
- SEND – the SEND governor reported on a criticism from a former NC family who believe their child's SEND needs were not met by the school. The governor met with the SENCO to review the school's standard processes, from how a child gets onto the SEND register to what happens when they have an EHCP. She reported that the SENCO was well-informed and the school appears to be doing all it should be.
Members discussed the correct complaints process should the family decide to take the complaint further. The responsibility for a governor who has received the complaint is to explain the complaints process and direct the complainant to raise it with the school who will investigate.

8. Policies for Review:

Data Protection: This document remains accurate and was approved.

9. Headteacher's Written Report

The report had been previously circulated and questions invited by email; EF invited verbal questions. Both are reported below:

Are there any risks with moving to CamClerks? They are well trained and supported. A meeting with the new clerk has been arranged.

Is there a fee for the CamClerk and has this been considered in our budget? There is a fee, but it will be about 30% less than we pay for clerking at the moment (although, as said, this is for less meetings minuted).

I do not have much background with regards to the last few years but how much change for teachers has there been? For example, is it normal for teachers to move between several years, i.e. going from reception to yr5? Teachers do move around a little, for example one teacher has been in Y2, 3 and 4 over the past few years, another in R, 1 and 2 and another in 4 and 6. However, going from R to Y5 is an unusually big jump. Due to reduction in class numbers, we wanted to move someone with experience of KS2 from the R, 1 or 2 classes and this teacher was the only candidate.

You mentioned the teachers are excited about their new positions – which is great. I assume this is based on more than anecdotal comments. Some people might say they are okay and are not.

There are not many secrets in the staff due to the small size of the school. The SLT is well plugged in throughout the staff structure and I hear about most issues quite quickly. More relevantly, the staff are comfortable discussing their feelings and opinions - a culture we have developed assiduously to ensure people feel safe to be open about discontent without fear of reprisal. This was well documented by the issues with placing teachers in spring and also with the recent LSA placements, where three members of staff came to us to express disappointment with year groups - two of those being our more reserved and junior members of staff.

Does the school still need CamClerks upon successful hiring of the finance officer, and the AI assisting minute method? Yes. the new finance officer is not taking over the clerking role, which is separate from the finance role.

Ways to cope the situation that one LSA has been off due to medical reasons since Wednesday 25th June and is predicted to last until the end of the academic year, anything the school could do to help the LSA? Anything the school could do to prevent other staff get too much share of extra work? All the staff have been (and are) really supportive of each other. Numerous messages have been sent and the school sent some flowers from us all. The LSA supported in Y6 for 2 mornings a week, and the Y6 teacher is fine without a replacement. The main impact will be on subject release for subject leaders, but we have spoken about this in teacher meeting. Most SLs have achieved the majority of their targets on their 24-25 action plans so are happy to take release time as and when necessary, using class LSAs to cover.

What are the main reasons for a few LSA staff members who were unhappy (about the next year plans)? They wanted to be in a different part of the school, feeling their skillset was better suited to older/younger children.

In the finance section, will it be sensible to include the kitchen finance situation, which had been investigating by SLT and governors in the past two years or so, and there is a gap of ~£17k annual, which the school needs fund? However, also state we are not just only considering the finance side, but also the important and excellent role our school kitchen has been taking part and

contributing to the school community. I feel that this is satisfactorily covered in the PFC meeting (and accompanying minutes).

There are two instances in the report which highlight an issue which was dealt with but do not share the details (copied below). Are the details not provided for a reason? If not, going forward please can you include a brief sentence on what was the issue and what was the solution? For LSAs, there were a few staff members who were unhappy. With two, there was a fairly simple solution which SLT decided on. This is simply a matter of confidentiality, as well as that the fine detail feels operational rather than strategic.

Accidents requiring hospital treatment / reported to County: Again, there is an element of confidentiality. This will be closer examined in EPC. The issue was a reported broken bone with a 6 week heal time. However, that seems to have been untrue, as the initial protective cast was only on for a couple of days, the child was using it within a day and is now carrying on as usual with no discomfort or protection on the area concerned.

Schools are having to fund 1% of the agreed 4% teachers' pay rise, which has added around £3,500 to the costs for the year. I had the same thought - but, of course, the salary increases are only from September, so will only add 7/12 of 1%.

Health & Safety: Accidents requiring hospital treatment/reported to County: 1

Pupil Premium: currently there are 18 PP children who will continue to be supported by all staff and their progress and well-being overseen by the SENCo.

Reporting:

No incidents of child protection

1 child-in-care on roll

No Prevent reports made

No prejudice-related comments reported

25 children on the SEND register

No child exclusions

11. Parent survey

Preliminary results circulated. The results of the survey will be presented to the FGB in October.

12. Staff survey

Preliminary results circulated. The results of the survey will be presented to the FGB in October.

13. SDP 2025-26

The HT noted that progress has been made in quite a few areas and invited questions:

Focus on pupil engagement - To reduce passive participation and increase active engagement by supporting pupils to take greater ownership of their learning across the curriculum.

Develop pupil leadership, sense-of-ownership and responsibility through meaningful roles across the school - Develop independence and sense-of-duty. Complete roles (toy-shed, buddies, sandpit, servers etc.) independently - run rotas themselves with minimal staff intervention.

To improve the robustness, consistency, and impact of performance management by strengthening the skills and confidence of line managers. Termly supervisions replace the annual performance

management meeting. Expectation that staff can work throughout the school; staff will collaborate in meetings on SATs papers to develop their skills in order to fully support pupils in the classroom.

The number of objectives for staff is quite high – have you considered the impact on staff? The SDP is still a draft; the wording will be worked on.

A governor suggested having the school vision at the top of the SDP as reminder of why the school is doing what it's doing.

17. Any other business

With it being the clerk's final meeting, governors presented her with flowers and a gift.

With there being no further business, the meeting closed at 8.05 pm.

ACTION LOG:

Minute Item no.	Action ref	Action	Owner	Deadline	Status
9. Policies for Review	F1202:01	EPC to discuss the location of a new evacuation site	NW	May 25	Closed
7. Gov visits	F0705:01	Chair & joint Vice Chair to discuss skills audit and bring ideas to next FGB.	EF	Feb 25	Closed
3. Budget discussion	F0705:02	Add a question about resources to the staff survey.	AH	May 25	Closed
14. SDP	F0705:03	Draft SDP for the next year to be presented at the final FGB meeting of the academic year.	EF	Jul 25	Closed
14. SDP	F0705:04	HT to RAG rate the objectives on the SDP to make it quicker to identify areas of need.	EF	May 25	Closed

Signed:

Position: Chair of Governors

Date: 9 July 2025