



**Potten End C of E Primary School**

Minutes of the meeting of the Governing Board held on  
Thursday 10<sup>th</sup> July 2025 at 7.30pm at the school

<b>Co-opted Governors (4)</b>	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Apologies
Jane Healy (JH)	Present
<b>Vacancy x 1</b>	
<b>Foundation DBE or PCC Appointed Governor (1)</b>	
Claire Wallis (CW)	Present
<b>Foundation Ex-Officio Governor (1)</b>	
Ben Brady (BB)	Apologies
<b>Foundation Parochial Church Appointed Governor (1)</b>	
Emma Harris (EH)	Present
<b>Headteacher</b>	
Denise Kennedy (DK)	Present
<b>Local Authority Governor (1)</b>	
Jane Briffet (JB)	
<b>Parent Governors (5)</b>	
Robert Dale (RD – Chair)	Present
Joanne Moore (JM)	Present
Jack Perkins (JP)	Present
<b>Vacancy x 2</b>	
<b>Staff Governor (1)</b>	
Vicki Ford (VF) Staff	Apologies
<b>In Attendance</b>	
Julie Raybould – HFL Clerk	

**Supporting Documents:**

0. Potten End FGB Agenda 10.07.25
5. Draft FGB Minutes 22.05.25 926 Potten End
6. 250625-RB-926-Summer Visit Report
6. Heads Report Summer 25
9. Equality Scheme July 25
10. annual-and-termly-safeguarding-practice-report-gb-2024-25 (1)
10. progress-report-for-governors-2024-2025 1
12. PE SIP 24-25
Item 14: Self evaluation - twenty-questions-NGA

**The meeting opened at 7.33pm**

Quoracy: 6 Governors	Action	Due
<p><b>1. Welcome, apologies</b> RD took the chair and welcomed all to the meeting. Apologies received and accepted from: BB,PK EH to be late.</p>		
<p><b>2. Opening prayer</b> CW led opening the meeting with a prayer.</p>		
<p><b>3. Declarations of interest</b> None</p>		
<p><b>4. Notification of any AOB</b></p> <ul style="list-style-type: none"> <li>• Fans - JB</li> <li>• Anaphylaxis – JM</li> </ul>		
<p><b>5. Approval of minutes 22.05.25 and matter arising</b> The minutes 22.05.25 were agreed as an accurate record of proceedings. <b>Action: To be signed, dated and filed appropriately</b> EH arrived at 19.36 It was noted that at the last meeting CW led the opening prayer, not BB.</p>	<b>RD</b>	
<p><b>6. Head's report</b> Questions were invited from the head's report shared in advance. <b>Q: PPG attainment gap is wide in writing and maths – what is the plan to address?</b> This is being addressed by the PPG strategy, however attendance impact outcomes. Daily Third Space maths interventions are being introduced. Booster sessions were not well attended. SEND and disadvantaged will be a focus of the new Ofsted framework. There is also a significant SEND/PPG cross-over at this school. A decline in unauthorised absence is evident in comparative data. Absence follow-up is robust and fines are being issued. However, persistent absence data does reflect a YOY improvement. It was noted that current attendance is 95%. Severe persistent absence was debated. The school is doing all that it can to support families. It was also noted that whilst all children are given homework, a significant number of families do not support this. The GB debated the focus of resources on disadvantaged pupils.</p> <p><u>Suspensions/exclusions</u> <b>See part 2 confidential minutes</b></p> <p>Thanks were extended to DK and the staff team for their hard work across the academic year.</p> <p><u>SATS results and outcomes:</u> SATS: 59.3% for reading writing and maths combined, which is below floor standards – but results are broadly better than the 23-24 year 6 cohort. Writing was 70% and significantly better than anticipated. Maths was 81.5% (against 73% floor standard). Those expected to achieve greater depth did so. The Reading Fluency Project had a very positive impact. The GB extended thanks to the Year 6 staff team for their hard work. GLD for Reception is 63% - this is due to the level of need within the cohort, including 2 EHCPs.</p>		

<p>Year 1 phonics check: 100% (There was some external monitoring/assessment by HCC).  <b>Q: What are the expectations of the new Year 6 cohort?</b> Positive – some concern about Maths.  The GB noted the latest SEA visit report, where attendance and behaviour were a focus. Consistency across the school as a result of staffing issues was highlighted.</p>		
<p><b>7. Committee reports</b>  <u>Resources - JP</u></p> <ul style="list-style-type: none"> <li>• There has been some extra TA expenditure to support vulnerable pupils.</li> <li>• The capital bid application for the grant for the new boiler is expected to be ready for submission next term.</li> <li>• £12,589 is the fund account balance</li> </ul> <p><u>Curriculum – VG</u></p> <ul style="list-style-type: none"> <li>• The committee have not met.</li> </ul>		
<p><b>8. Chair's update</b></p> <ul style="list-style-type: none"> <li>• Teacher's pay award is agreed at 4% with schools expected to fund 1%.</li> <li>• There will be a new schools budget support grant</li> <li>• The childrens' wellbeing and schools bill is currently progressing, which supports free breakfast club and the reduction of branded school uniform items. It will also remove the need for all new schools to be academies.</li> <li>• The government guidance for governing bodies (maintained and academy) has been changed/updated. COGs now need to sign off PPG and Sports Premium strategy documents. Governors are also required to ensure there is adequate mental health support in school. Governors are also responsible for ensuring schools have adequately training staff for supporting pupils with medical conditions (all staff at this school at first aid trained and all staff hae anaphylaxis training). Governors are also responsible for ensuring schools meals meet standards.</li> <li>• New Ofsted Framwork incoming. DK has recently completed training.</li> </ul>		
<p><b>9. Policies for review</b></p> <ul style="list-style-type: none"> <li>• <b>Equality scheme</b></li> </ul> <p>The GB approved the Equality Scheme.</p>		
<p><b>10. Safeguarding &amp; SCR update</b>  The annual update to KCSIE was noted. Key changes include: new risks around disinformation, misinformation and conspiracy theories.  New guidance on the use of reasonable force in schools is expected.  The annual safeguarding report was shared and noted.  <b>Q: Are the training refreshers all in hand?</b> This is being checked.  DK noted that child protection issues have been generally quiet.  <b>Q: Is the decline in CP issues due to less pupils with issues, or because there have been other competing staffing priorities?</b> The former. There are no reporting/recording concerns.  There has been an impact in the work that has been done by external agencies. There is also early intervention referral to the FSW.  The potential for a cyber security link governor was raised.  A review/preparedness check by Con Ed was suggested.  <b>Action: To be followed up by the Resources Committee</b></p>	JP	
<p><b>11. GDPR update</b>  No breaches to report.  2 SARs are in progress.  <b>Q: Have staff followed the process?</b> Yes and support has been provided.  No FOIs to report.</p>		
<p><b>12. SIP update</b>  The updated SIP was reviewed.</p>		

<p>The GB noted that the school development work that has been undertaken is evident in progress.</p> <p>DK noted that the parental survey is outstanding.</p> <p>25-26 priorities will include: writing, disadvantaged pupils &amp; SEND, Music, curriculum.</p> <p>The GB debated the Parent Forum meetings, and feedback received. There are no significant points to note. Discussions have included school photographs and parking. There is a need to remind parents the forum is not for raising issues about their own child.</p>		
<p><b>13. Church/Diocese update</b></p> <p>The strong relationship between the school and church continues to strengthen.</p> <p>Collective worship has been very positive.</p> <p>A themed worship assembly has been delivered.</p> <p>Reception have visited the church for an interactive visit.</p> <p>A new Church website is to be launched.</p> <p>New children and young people’s initiatives are planned.</p> <p>Changes to key church personnel were outlined.</p> <p>BB will be on paternity leave over the summer.</p>		
<p><b>14. GB business</b></p> <ul style="list-style-type: none"> <li>• <b>Vacancies/constitution review</b></li> </ul> <p>The GB debated board size, meeting attendance, committee structure and meeting frequency.</p> <p>It was agreed that the instrument of government is further reviewed in October.</p> <p>GB to note the minimum requirements for a VC school:</p> <p>3 church roles for this setting; at least 2 parents; staff: 1 + headteacher; 1 LA; Co-opted: Flex.</p> <p>Note the maintained school minimum: 7.</p> <p><b>Action: Further GB constitution review to take place in Autumn Term.</b></p> <p><b>EH left at 21.15</b></p> <ul style="list-style-type: none"> <li>• <b>GB succession planning</b></li> </ul> <p>The board recognised the need to identify future board leaders.</p> <ul style="list-style-type: none"> <li>• <b>Training &amp; skills</b></li> </ul> <p>PK has completed exclusions training.</p> <p>Diocese safeguarding online training is available 16 and 30 September.</p> <p>A new Ofsted framework training session for governors is available on 6 Nov.</p> <p>Governors were signposted to the HfL governance leadership strategic briefings.</p> <p>Governors were reminded to complete Prevent training.</p> <ul style="list-style-type: none"> <li>• <b>Link visit reports</b></li> </ul> <p>PK has completed a writing link visit – notably year 6 continued concentration on new learning despite SATS being over. Generally, many children enjoy writing but do not read.</p> <ul style="list-style-type: none"> <li>• <b>Meetings dates for 25/26 (all at 7.30pm)</b></li> </ul> <p><b>FGB: 23 Oct; 11 Dec; 12 Feb; 12 Mar; 21 May; 09 Jul.</b></p> <p>The GB approved the above dates</p>	<p><b>All</b></p>	
<p><b>15. AOB</b></p> <ul style="list-style-type: none"> <li>• Fans – JB</li> </ul> <p>The impact of the hot weather was noted. The benefit of fans and aircon was noted.</p> <p><b>Action: Ventilation options to be considered in conjunction with the asset management plan.</b></p> <ul style="list-style-type: none"> <li>• Anaphylaxis - JM</li> </ul> <p>DK advised that after discussion with local headteachers, parents will be advised in September that following guidance received from HCC, parents not to bring sweets in to school. With regards to events such as cake sales, allergens will be rigorously checked</p>	<p><b>JP/DK</b></p>	
<p><b>16. Date of next meeting: 23.10.25 @ 7.30pm</b></p> <p><b>The meeting closed at: 20.27</b></p>		

**Actions**

<b>Item</b>	<b>Action</b>	<b>By/when</b>
<b>5</b>	Minutes 22.05.25 To be signed, dated and filed appropriately	<b>RD</b>
<b>10</b>	Resources committee to consider a cyber security preparedness review by Con Ed	<b>JP</b>
<b>14</b>	Constitution review to be considered at next FGB	<b>All</b>
<b>15</b>	Ventilation options to be considered in conjunction with the asset management plan, by the resources committee	<b>JP/DK</b>