



Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 23rd October 2025 at 7.30pm at the school

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

Supporting Documents

<ul style="list-style-type: none"> 0. Potten End FGB Agenda 23.10.25 8. Draft FGB Minutes 10.07.25 926 Potten End Boiler Funding Bid 	<ul style="list-style-type: none"> 14. Child Protection Policy 21.08.25 14. Equality Scheme 100322-updated OCT 14. Grievance Policy 110724 Oct 14. Leave of Absence Policy 151222 OCT 15. Curriculum Committee Terms of Reference October 2025 15. Policy Delegation Schedule Oct 25 15. Potten End CE Primary Governing Board Terms of Reference Dec 2022 15. Resources Committee Terms of Reference Oct 2025 19. SIP PE 2025
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The meeting opened at 7.34pm

Quoracy: 6 Governors	Action
1. Welcome <ul style="list-style-type: none"> RD took the chair and welcomed all to the meeting. 	
2. Opening prayer <ul style="list-style-type: none"> BB led opening the meeting with a prayer. 	
3. Apologies for absence <ul style="list-style-type: none"> Apologies received and accepted from: LH 	
4. Governor resignations & appointments. <ul style="list-style-type: none"> It was noted that VF's resignation is in hand. LH is the newly elected staff governor Action: Ghub, website & GIAS to be updated (outgoing staff governor and new staff governor) <ul style="list-style-type: none"> A parent governor election is underway, and the outcome will be known at the next FGB. The board discussed reconstitution and agreed that no changes would be made at this time. The GB agreed to re-appoint VG for a further 4 year term. 	EH/DK
5. Election of chair (12 months) <ul style="list-style-type: none"> EH nominated RD, seconded by JM. There were no other nominations and all were in agreement. RD was duly re-elected as Chair for the current academic year 	
6. Election of Vice Chair (12 months) <ul style="list-style-type: none"> RD nominated EH, seconded by VG. There were no other nominations and all were in agreement. EH was duly re-elected as Vice Chair for the current academic year 	
7. Declarations of interest <ul style="list-style-type: none"> None 	
8. Approval of minutes 10.07.25 <ul style="list-style-type: none"> The minutes 10.07.25 were agreed as an accurate record of proceedings. Action: To be signed, dated and filed appropriately	RD
9. Matters arising <ul style="list-style-type: none"> It was agreed that all actions were either in hand, complete or on the current agenda. The following was raised: <u>Item 10: Cyber Security</u> Action carried forward 	
10. Election of other officers <ul style="list-style-type: none"> It was agreed that JP would chair the Resources Committee, with JM as Vice Chair It was agreed that VG would chair the Curriculum Committee, with PK as Vice Chair 	
11. Review committee membership <ul style="list-style-type: none"> No changes were made to the current committee structure. It was agreed that BB, JB, PK would form the Pay Committee It was agreed that VG, RD, CW would form the HTPM panel 	
12. Committee reports Curriculum – VG: <ul style="list-style-type: none"> TORs reviewed and significantly revised – no changes to responsibilities delegated. The committee propose to reduce to 1 meeting per term. The committee have undertaken to complete 1 of each school visits per term. PPG, SEND and Sport visits, with a focus on the curriculum. SEA visits are being considered – visit 1 will likely focus on writing. 	

<ul style="list-style-type: none"> • Head’s reporting has been reviewed to avoid duplication • Report received from BB <p>Resources – JP</p> <ul style="list-style-type: none"> • Fund account stands at £11.5k • Current budget RAG rating is 14% • An additional TA role was approved in addition to budget • There has been some extra spend on supply for 2 x agency SEND TAs. • The Letting Policy has been postponed pending a pricing review • It is proposed that a capital bid is to be submitted for £179k for a new boiler – <u>The GB were in agreement</u> • The asset management plan needs to be reflected in the committee TORs. <p>The matter of replacement fire doors was raised and this will be discussed during the next fire risk assessment.</p>	
<p>13. Governor link roles review</p> <p>It was proposed and agreed that roles would be as follows:</p> <ul style="list-style-type: none"> • SEND/PPG: Inclusion: CW/VG • Safeguarding/H&S: RD • Computing/IT/Cyber Security: JM • English: PK • Maths: VG • Mental health/Wellbeing/PSHE: JB • Science: JH • Behaviour/Attitudes: JH • GDPR: EH • SIAMS/RE: CW/BB • PE/Sports premium/DDPO: JP 	
<p>14. Policies for approval</p> <ul style="list-style-type: none"> • Grievance • Leave of Absence • Equality Scheme • Child Protection <p>The GB approved the above policies</p>	
<p>15. Approve TORs:</p> <ul style="list-style-type: none"> • FGB <p>It was agreed that these would no longer be maintained.</p> <ul style="list-style-type: none"> • Resources • Curriculum <p>Quoracy to be updated to 3 governors for all committee TORs</p> <p>Action: RD to clarify existence of statutory policies</p>	RD
<p>16. Governor training & Skills</p> <p>Governors were notified of upcoming training courses:</p> <ul style="list-style-type: none"> • 3&4 Nov: Safer Recruitment • 11 Nov: New Ofsted framework • 18 Nov: H&S • 12 Nov: Race,Equality and Anti-Racism • 19 Nov: RAMMAS • 20 Nov: Role of Safeguarding governor <p>Governors were reminded to ensure that mandatory training is completed and regular training email circulations are noted.</p>	
<p>17. Head’s verbal update</p>	

<ul style="list-style-type: none"> • New teaching and support staff are settling in well, with plenty of support and CPD being provided. • Support is also in place for new subject leaders. • There is a particular drive on Music CPD. • Attendance is currently 96.2%. • 10 children are currently classed as persistently absence – PA at the school is currently higher than the national average so is a focus area for the school. • There has also been an impact from recent a sickness bug. • The DfE are focussing schools on the new attendance toolkit. • The new Reception cohort have also settled well. • There are now 5 children with EHCPs plus another in progress. • Where one-to-one provision is in place, this is only partially funded. • 1 child will be in alternative provision after half term. • A ReadWrite Inc inset is planned. • DK has been undertaking CPD on the new Ofsted framework – leadership, PPG and SEND feature strongly throughout. • There have been lost of partnership events with the church. • Staff have received their annual safeguarding updates and all relevant policies have been received and signed. • The new school website launches after half term. <p>Q: Has the school got a sustainability plan? Yes Action: Sustainability Plan to be reviewed at next FGB</p>	DK
<p>18. Chair's verbal update</p> <ul style="list-style-type: none"> • Nothing to update at this time. • New governorhub features were signposted, including the regular news feed. 	
<p>19. School improvement (impact) plan The plan was considered. The 2025-26 priorities are:</p> <ul style="list-style-type: none"> • Further development of teaching • Continue to raise attainment and increase the rate of progress in RWM. It was noted that the PPG gap at this school is high compared to other local schools. • Refine further approaches to support behaviour & attitudes and increase attendance • Further develop the skills knowledge and understanding of middle leaders • Enhance the personal development of pupils • Continue to develop the EYFS curriculum 	
<p>20. SIAMS update</p> <ul style="list-style-type: none"> • Reception have had a successful visit to the church and Year 1 are also due to visit. • Harvest festival has taken place. • Christmas plans are under way. <p>Action: This agenda item to be updated to Christian Distinctiveness moving forward.</p>	Clerk
<p>21. Safeguarding update – to include KCSIE 2025</p> <ul style="list-style-type: none"> • Governors were reminded to ensure they have read the document and signed the hub declaration. • The governors' role in ensuring the school has a robust culture of safeguarding was highlighted, as was the requirement of governors to monitor: filtering and monitoring, attendance and alternative provision checks, 	
<p>22. GDPR</p> <ul style="list-style-type: none"> • There are no breaches to report since the last meeting. • 3 SARs have been received, 2 of which are ongoing. Both are complex and legal support is being sought. Both requests are now outside of the legal timeframe. 	

<p>Q: How long is the legal advice taking? The school has legitimate grounds for delay and has already extended the deadline to 90 days.</p> <p>Q: What is the risk of continual delay? A fine by the ICO.</p>	
<p>23. AOB</p> <ul style="list-style-type: none"> • Amazon wishlist – JM <p>This is now live and approx £2k of supplies for the school has been provided by parents</p> <ul style="list-style-type: none"> • PTA school Fayre - JM <p>This will take place on 15 December and governor support would be welcomed.</p>	
<p>24. Date of next meeting: 11.12.25 @ 7.30pm</p> <p>The meeting closed at: 21.38</p>	

Actions

Item	Action	By/when
4	Website, Ghub, GIAS to be updated re new staff governor/outgoing staff governor	EH/DK
8	Minutes 10.07.25 To be signed, dated and filed appropriately	RD
9.10	Resources committee to consider a cyber security preparedness review by Con Ed	JP
15	RD to clarify existence of statutory policies	RD
17	Sustainability Plan to be reviewed at next FGB	DK
20	Agenda item to be updated to Christian Distinctiveness moving forward	Clerk