



**Minutes of the Full Governing Body of
Wilburton Church of England Primary School
7pm 17 November 2025
Virtual**

Present: Present: David Aston - Head (DA), Anthea Dodson (Chair), Zoe Morgan (ZM)(joined at 19:12), Louisa Tipler (LT) (joined at 19:13,) Sian Moss (SM) (joined the meeting 19:22)

In attendance: Meleena Walsh (Clerk) (Emma Tavernor guest clerk left at 19:48)

No	Minute	Action
1	Opening prayer AD led the opening prayer.	
2	Welcome The Chair thanked and welcomed everyone to the meeting of the academic year. The meeting started at 19:14 The FGB was quorate based on the number of governors in post.	
3	Apologies Carly Juneau (CJ) – apologies accepted and consent given. Angie Sykes (AS) – apologies accepted and consent given. Bonnie Mitchell (BM) – apologies accepted and consent given.	
4	Matters to be raised under AOB, The Head to raise a confidential minute.	
5	Declarations of Interest None.	
6	Minutes from previous meeting (29 September 2025) Draft for approval (please read prior to the meeting) The meeting minutes were duly ratified and accepted as a true and accurate record of the meeting. Matters arising and actions Completed 11i and 11vi	
7	HT Report including OPAL and SI	

The document was made available prior to the meeting.

Headlines

School priorities

Learning Culture – every child to be engaged and supported in all lessons, PE training to ensure whole school coverage and engagement.

Maths pedagogies across mixed year groups, Maths Mastery training has been undertaken and mixed age planning across years 3/4 for 2026 – 2027.

SEND – individual learning plan

Writing – National framework – focus on EYFS on – working on fine motor skills and core strength before leading on to letter formation, particular attention on EYFS as they are a low performing cohort.

Christianity as a Word Faith – RE enrichment - Incarnation day to take place prior to Christmas and on the last day of Autumn 2 this will be shared with parents.

Curriculum Development – all teachers are carrying out end of year unit assessment to ensure that all the coverage is being taught across all year groups. There has been work around ensuring that the new mixed year group curriculum is being modified and embedded.

Science – continuing to develop key scientific skills across the school.

Oracy – staff training undertaken, this has included the introduction of a poetry performance curriculum. Oracy is being embedded across the curriculum and is being developed across all year groups. Governor visits to see progress would be welcomed.

Mental Health staff CPD to inform on the running of ELSA. ELSA support is now taking place across the school.

OPAL award – school has received the platinum award.

Q.) A governor asked about the number of children on the ELSA program

A.) The Head responded that there are currently 2 children on the ELSA provision (this is the current load).

Q.) A Governor asked - How long and how often are the ELSA sessions?

A.) The Head responded - It depends on the age and need of the child, but, usually 45 mins and once a week. This can be tailored to fit the child's individual need.

LT informed the school that they may be able to access some resources and additional support materials from work carried out at Cavendish. LT liaise and share with the Head

Staffing

New cleaner and new midday supervisor all settling in well. One member of staff back from long term sick leave, one member of staff due to retire, one staff member on maternity leave.

It was noted that all staff were working extremely hard and all staff members were working hard to ensure that all children are receiving high quality teaching and learning.

It was noted that there had a level of staff sickness and other external issues, and the staff have shown that they are willing to step in and support each other.

New intake for 2026 – 12 families shown round to date and all have been incredibly positive about their visit to the school.

Diocese training - HT attended 'Difference' course (to share with governors), and Diocese Headteacher Conference on Tackling Poverty and Disadvantage in Schools; both excellent and impactful.

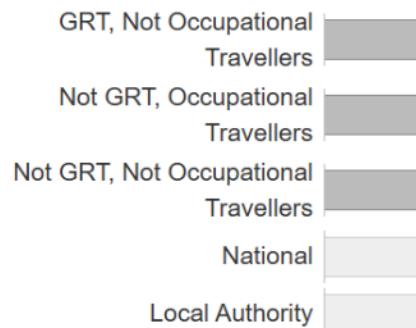
It was noted that Cath Conlan would be withdrawing her school services over the coming academic year. The Head stated that he had been out to different suppliers to source a similar level of project management. It was noted by the Chair that this would be a considerable piece of work for the Head to source a new supplier.

Attendance

Attendance percentage

School	91.7%
National	95.4%
Local Authority	95.7%

Attendance percentage



Q.) A governor asked will the local authority be fully aware of the demographics and context of the school before the school is scrutinised by the Local Authority?

A.) The Head responded that they LA would be fully aware of the school's context, however, the DfE would not hold information such as occupational travellers.

It was noted that the attendance and engagement from the traveller community had started to improve and the data trend showed that it was on an upward trajectory.

The governors congratulated Head and the staff on achieving the OPAL platinum award

8 Financial Monitoring and Forecast

	<p>The documents were made available on GovHub prior to the meeting. Thanks were passed on to Hanah Furlong for her work on managing the school budget.</p> <p>It was noted that there would be an increase in the funding for those pupils with EHCPS thanks to the work of the SENDCO.</p> <p>There were no questions raised by the governors.</p>	
9	<p>Pupil Premium and Sports Premium</p> <p>These documents had been made available to the governor prior to the meeting.</p> <p>The Head alluded that sports premium funding may well be withdrawn (across all schools) within the next 2 years.</p> <p>The Head informed the governors that the school would be looking to invest in new football kits. A number of suggestions were made around how to gain local sponsors for the school football kits and the possibility of Octopus Energy.</p> <p>The governors were invited to ask questions.</p> <p>No questions were raised.</p>	
10	<p>Policies</p> <ul style="list-style-type: none"> i) SEND Information Report ii) Attendance Policy iii) First Aid <p>The governing body duly approved and adopted the SEND information Report, Attendance Policy and First Aid Policy.</p>	
11	<p>FGB Standard Items*</p> <p>i) Safeguarding</p> <p>Monitoring visit to be undertaken by link governor before November 2025. It was discussed that succession planning should be considered for a governor to shadow the safeguarding link governor.</p> <p>ii) Governor training and governor succession planning</p> <p>The Chair had completed training. No other governors has undertaken any training. Governors were encouraged to undertake training available.</p> <p>The governing body formal accepted the new terms of office for Angie Sykes (staff governor) and Bonnie Mitchell (parent governor).</p>	

The governors discussed the two co-opted vacancies, and it was agreed, that in order to facilitate succession planning plans to fill these vacancies with a recruitment drive in January 2026.

iii) Governor Monitoring

Governors were prompted to undertake monitoring visits and ensure that monitoring visit logs are completed.

iv) Committee Reports

nil

v) SIAMS & PSC

It was noted that since the FGB meeting in September 2025 the full report had now been made available. The SIAMS visit was incredibly positive, and it was noted that the pupils were able to demonstrate the Christian values of the school. The staff were working on the recommendations made in the report.

Thanks to Angie Sykes for her work in ensuring that the Christian values were embedded across the school

The Head gave thanks for the support that had been shown by the governors and the staff at the SIAMS inspection. The report has not been made available as of yet but, it was felt that it was a positive visit. It was noted that the areas for development aligned with both the school and the diocese.

vi) SEND

AD attended the school on 5th November to discuss the SEND funding and provision across the school, in particular in EYFS and how the school is working to ensure that all EHCP's are being processed.

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Any Other Business

Confidential item - Appendix A

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Impact of Meeting on School Improvement

- ELSA provision

	<ul style="list-style-type: none"> • New writing curriculum • Mindful of the impact on the small staff team with the winter months and illnesses. • Aiming for excellence with EYFS • Governor succession planning 	
14	<p>The meeting closed at 20:28</p> <p>Date of next meeting: 19th January 2026, 7pm Virtual</p>	

Item	Action	Who	Complete?
11i	<i>The safeguarding link governor will arrange a monitoring visit by the end of Autumn 1.</i>	LT	By Autumn 1
11vi	<i>The SEND link governor will arrange a monitoring visit by the end of Autumn 1.</i>	AD	
Item	Actions from 17 th November 2025	Who	Complete?
11ii	Succession planning to be put into place for a safeguarding link governor.	Chair	By Autumn 2

Appendix A

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Any Other Business

Refer to Confidential minutes.