



**Minutes of the Full Governing Body of
Wilburton Church of England Primary School
7pm 29 September 2025
Virtual**

Present: Present: David Aston - Head (DA), Anthea Dodson (Chair), Angie Sykes (AS), Zoe Morgan (ZM), Louisa Tipler (LT), Bonnie Mitchell (BM), Sian Moss (SM) (joined the meeting 19:15, left the meeting at 20:00, rejoined at 20:05)),

In attendance: Meleena Walsh (Clerk)

No	Minute	Action
1	Opening prayer AD led the opening prayer.	
2	Welcome The Chair thanked and welcomed everyone to the first meeting of the academic year. The FGB was quorate based on the number of governors in post.	
3	Apologies Carly Juneau (CJ) – apologies accepted and consent given.	
4	Matters to be raised under AOB, Chair – Clerk	
5	Declarations of Interest None.	
6	Minutes from previous meeting (18 July 20 25) Draft for approval (please read prior to the meeting) The meeting were duly ratified and accepted as a true and accurate record of the meeting. Matters arising and actions Item 6 Minutes - complete	Clerk/ Chair Chair

Duly approved by the FGB and signed by the Chair *ADODSON* Date 17th November 2025

	<p>Statement of entitlement - complete</p> <p>Evidence added on to Google Drive – Outstanding</p> <p>Upload outstanding reports by the end of Summer term 2 – some reports are still outstanding.</p> <p>Collective Worship (End of Autumn 1)</p> <p>Item 12</p> <p>Look at recruitment of new governors – to be discussed in item 12.</p>	<p>Chair/</p> <p>All</p> <p>All</p> <p>All</p>
7	<p>Election of FGB Chair and Vice-Chair and Committee Chairs and Vice-Chair (if necessary after item 6)</p> <p>Anthea Dodson - Unanimously elected as Chair</p> <p>Louisa Tipler - Unanimously elected as Vice Chair</p> <p>No committee chairs elected at this time due to the number of governors in post.</p>	
8	<p>Governance Document Review</p> <p>i) Code of Conduct – accepted by the governors on Governor Hub</p> <p>ii) Standing Orders – it was noted that there were presently two sets of standing orders for the committees and these were to remain in place and worked</p> <p>iii) Instrument of Governance – this is showing as 12 governors and this will remain as this structure for the forthcoming academic year.</p> <p>iv) KCSIE – see Governor Hub</p> <p>v) Annual Pecuniary Interest – See Governor Hub</p>	
9	<p>HT Report (to included update on preschool)</p> <p>The Head presented an overview of the Head Teacher’s Report.</p> <p>It was noted that all pupils were now in the setting full time following on from the phased start.</p> <p>The work that had been undertaken in EYFS over the school holidays has made both fantastic change to the indoor and outdoor space. All the invoices for the refurbishment have now been received. £40,000 - £32,000 is coming in from Local Authority.</p>	

	<p>New class structure in place and is working well.</p> <p>Preschoolers and EYFS</p> <p>Reception/year 1</p> <p>Year 2/3</p> <p>Year 3/4</p> <p>Year 5/6</p> <p>Current number on roll 115 (including 5 preschoolers)</p> <p>It was noted that there was a high percentage of children on roll that are from the traveller community – this is something that will need to be closely monitored as they move through the school to ensure that these pupils are making good levels of attainment and progress.</p> <p>Budget</p> <p>Actual spend vs budgeted spend – currently on track for this point in the financial year. It was noted that there was a larger amount spent on supply costs to date and this would result in there not being a wide margin of spend of supply cover between now and</p> <p>Q/ A governor asked – is there anything creative that can be done to provide cover for a teacher absence that doesn't incur the costs?</p> <p>A/ The Head responded that where possible the lessons are covered by the HLTA or the Head wherever possible.</p> <p>SIP</p> <p>The document had been made available to the governors on Governor Hub prior to the meeting.</p> <p>Oracy - the progression of the oracy skills through the learning framework. Looking at the overall oracy outcomes. Oracy and Writing - to be monitored by Louisa Tipler and Sian Moss</p> <p>Learning culture – inclusion, pupil participation, teaching practice looking at small steps and cognitive load, It was noted that Anthea Dodson would be link governor for Learning Culture.</p> <p>Maths – developing the pedagogies that will enable all pupils to access the maths curriculum. The school will be a part of the Maths Hub pilot scheme (looking at mixed age materials). Maths - to be monitored by Bonnie Mitchell.</p> <p>Tracking of progress – looking at the progress and attainment of all pupils with a focus on pupils with SEND requirements</p>	
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	<p>SIAMS focus – looking at the diversity of Christianity. It was noted that Anthea Dodson would be link governor for the Christianity foci.</p> <p>Writing – work around sentence structure to move pupil progress and attainment along in writing. This will continue to be embedded over the coming year.</p> <p>Curriculum – continuing to assess that the curriculum is broad and balanced and ensure attainment and progress for all pupils.</p> <p>Science – KS2 science – foci will be on scientific enquiry skills. The school will be signing up for support from National Science Centre and this will be a 2 year ongoing program. It was noted that Zoe Morgan would be the link governor for Science.</p> <p>It was noted that Carly Juneau had started the school on a program to review sustainability.</p> <p>Thanks to be given to Steve and Dave on the refurbishment work that had been undertaken over the holidays.</p>	
10	<p>Policies</p> <p>i) Safeguarding The governors duly accepted and adopted the Safeguarding Policy.</p> <p>ii) Admissions The Governors duly accepted and adopted the Admissions Policy.</p>	
11	<p>FGB Standard Items*</p> <p>i) Safeguarding It was noted that the files from the year 6 leavers (July 2025) had all been received and sign off by the new settings. All checks had been undertaken on new pupils entering the school. <i>ACTION The safeguarding link governor will arrange a monitoring visit by the end of Autumn 1.</i></p> <p>ii) Governor Training It was noted the school had signed up for CGS training provision and all governors were encouraged to sign up for training.</p>	

	<p>iii) Governor Monitoring Item covered in SDP.</p> <p>iv) Committee Reports</p> <p>v) SIAMS & PSC 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.</p> <p>vi) SEND Action SEND link governor to arrange a monitoring visit before the end of Autumn 1.</p>	
12	<p>Governor Business Governing Body development including recruitment/aims/training</p> <p>The governor terms of office were discussed, and the Clerk had advised the Chair and the Head that they would need to ensure that the advertisement of any vacancies were in line with procedure.</p> <p>It was noted that the application for the role of governors should be made more acceptable for the wider traveller community and other platforms should be explored to promote the opportunity of becoming a governor. It was mentioned that perhaps a recorded message could be uploaded onto SWAY.</p>	Chair/ All

	It was noted that the school could place an advertisement in Fen Scene and the last issue of the village magazine that would be going out in December 2025.	
13	Any Other Business Nil	
14	Impact of Meeting on School Improvement <ul style="list-style-type: none"> • Positive SIAMS visit • Consistency of governors monitoring SDP points of Maths, Oracy and Learning Culture ensuring good progress being made • A good start to the academic year for the split classes. • The high number of traveller community • Maths Hub Pilot Scheme training and Science rolling program over 2 year. 	
	The meeting closed at 20:16 Date of next meeting: TBC	

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	
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