



OAKWOOD PRIMARY SCHOOL MINUTES of the GOVERNING BODY MEETING

HELD Virtually

30th June 2025, 5:45-7:00pm

Name	Post	Attending	Apologies accepted	Apologies not received / not accepted
Governors				
Matt Maiden (MM)	LA Governor/Co-Chair		✓	
Rachel Gander (RG)	Trust/Co-Chair		✓	
Maria Whitmarsh (HT)	Headteacher	✓		
Gemma Fawcitt (GF)	Staff Governor	✓		
Joe Crook (JC)	Co-opted Governor		✓	
Ben Hammond (BH)	Co-opted Governor			✓
Abbie Foss (AF)	Parent Governor/ Meeting Chair	✓		
Amy Ryan (AR)	Parent Governor	✓		
<i>Vacancy</i>	<i>Trust Governor</i>			
Other attendees				
Aaron Rattan (AR)	SBM	✓ (for item 4)		
Raylene Poppleton (RP)	Clerk	✓		
Quoracy - 50% of Governors (4)				

Actions arising from this meeting

Item		Action
4	Clerk to contact Newlands Finance Committee to discuss meeting	Clerk
11	All governors either log training directly or send via email to the clerk for logging.	All Gov
12	Clerk to add a reflection to the start of the agenda of future meetings. MW to send questions and add to the agenda.	Clerk / MW

Minutes

Item		Action
1.	Welcome, apologies and absences.	
	AF, as meeting chair, welcomed everyone to the meeting and opened it at 5:49pm. Apologies were received and accepted from MM, RG and JC.	
2.	Declaration of Pecuniary/Business Interests	
	Governors confirmed the current declarations of interest were up to date. No governors had pecuniary/business interests to declare in this agenda.	
3.	Items of Urgent Business	

	The DFE update of 25/06/2025 to the Governance Guidance for Maintained Schools handbook was added to item 13.	
4.	Finance & School Business Manager's Report - Aaron Rattan (SBM)	
	A written report was shared with governors. The SBM advised that the budget had been finalised but that following year end the Local Authority (LA) had identified payroll coding errors that meant an increase to the deficit of £80,000. It was felt that if the LA had reported this sooner then the school would have realised that the income did not cover staffing costs and potentially taken action. The school was waiting to hear from the LA on what to do. The SBM shared information with governors about the financial position of other schools within the LA. 55% of primary schools set an in year deficit budget last year. 44% of primary schools were carrying a deficit. The HT shared information from the Schools Forum and gave governors an overview of the schools in surplus and deficit and highlighted that many schools who were in surplus were now setting deficit budgets. It was explained that many LA schools were in a similar position. Possible actions the school could take were shared as part of the deficit recovery plan. The SBM emphasised that all spending was scrutinised. Question: If we continue in deficit (even with the plan) what are the consequences if the school doesn't come out of deficit or stick to the plan? Response: If the school could explain, give mitigation as to why then that would be understood. If the school was spending on things not seen as necessary, then that would give the LA cause for concern. Governors were advised that the LA had not been clear about the sanctions for not clearing the deficit, but they could step in. Other Trust schools had been in deficit for some time and nothing had happened. Question: Is there the opportunity to compare this school's budget/spending with schools in surplus? Response: This was done due to connections with other school's in the Trust. The example of a school in surplus due to having an additional £250K income from Pupil Premium and being in an area of great deprivation, whilst also having fewer EHCP's so less TA's and lower teaching costs. It was also noted that in schools without infant departments there was a higher ratio of Pupil Premium pupils (47% to 23%) due to free school meals being available to all for those in years R-2. Question: How many Trust schools are in deficit? Response: 3 in deficit, 2 with a reducing surplus, 1 remains in surplus. Question: Can we meet with other finance committees in the Trust? Response: Only 2 GB have finance committees.	Clerk

	Action: Clerk to contact Newlands Finance Committee to discuss possible meeting. There being no further questions AR left the meeting at 6:03pm The next item was recorded under the Confidential Part 2 minutes. Return to main minutes: The HT advised that following noise complaints from neighbours about a church that had been regularly renting the school on Sunday mornings, the church had decided to move out and the loss of income would be £18,000 pa. Governors discussed whether it could be explained to those complaining the difficulty the school was in but it was explained that having raised the complaint with the church that it was possible there was validity to the complaint and the church chose to move. Question: How can the school fill that gap in income? Response: The school had rented to another church in the past and could look to offer the school to another.	
5.	Minutes of previous meetings	
	The draft minutes of the FGB on 19/05/2025 were shared ahead of the meeting and governors confirmed they had been read. There were no issues. DECISION: The minutes were agreed as a true and accurate record by those present. The Meeting Chair's electronic signature was used to sign the minutes after the meeting and the filed in the folder for that meeting on the governor drive.	
6.	Matters Arising & Actions	
	The Action Log was reviewed at the meeting and updated to reflect completed actions or out of date actions.	
7.	Bridge Education Trust Update	
	The last meeting had taken place on 18th June. • Peter Howard was retiring as Headteacher of Fairisle Junior School and Robin Hayes would be taking over from September. Karen Mellor, Headteacher of Newlands Primary was appointed Trust Chair. • An Ofsted inspection was currently taking place at Shirley Warren Primary School. • AR presented to the Trust board on the Joint Procurement projects.	
8.	Headteacher's Report	
	The HT advised that all data was not yet available, SATs data was due later this week and would provide a full data update at the next meeting.	

	Safeguarding data had been provided at each meeting and an annual summary (as a 1 page overview) would be provided at the next meeting.	
9.	Policies	
	<u>RSE</u> A consultation had taken place and minor changes had been made, including the removal of references that were no longer applicable. <u>Confidentiality</u> No changes DECISION: The policies were APPROVED by governors	
10.	Governor Visits	
	The Governors In School day on 23/06/2025 had been cancelled. Following discussion with the Chair (RG) it had been suggested that going forward there would only be 1 Governors In School day per term and this would then allow time for governors to schedule their own termly meetings related to their role. Following discussions governors agreed this approach going forwards.	
11.	Governor Training	
	Governors were advised that having a way of logging of training was required as a way of reporting the business of the Governing Body. Governors advised they found the current logging of the training system cumbersome and it was agreed that governors would email the clerk to log training and the clerk would remind governors to send in training when sending out agenda or minutes. Action: All governors to either log training directly or send via email to the clerk for logging. Governors were invited to attend Safeguarding training for staff that was due to take place on the October Inset Day. Governors reviewed an alternative plan for training going forwards based on an NGA model. This placed an area of governance as the focus for each term and governors could choose how to develop their learning in that area, for example read articles, e-learning, visit the school on a learning visit or have an invited guest at a meeting to present to governors. It was agreed that this would be tried next year and the first term's focus would be Safeguarding and Staff & Pupil Wellbeing. Topics for the other terms could be agreed at later meetings.	ALL
12.	Governor Reflections on the Year	
	Following discussion it was felt that this was difficult as a small group. The HT advised that there had been a presentation on reflection at a Primary Head's Conference and it was agreed it would be good to try them as openers for every governing meeting.	

	Action: Clerk to add a reflection to the agenda of future meetings as item 4. MW to send questions and add to the agenda.	Clerk/ MW
13.	Clerking Matters & Governor Correspondence	
	<u>Meeting Dates 2025-26</u> Following a survey of governors for preferred days and times for meetings it was agreed that going forwards FGB meetings would take place at 5:30pm on Mondays. The agreed dates are shown at the end of these minutes. <u>Role Descriptions</u> The clerk advised that draft role descriptions were almost complete for all roles and some early drafts had been shared with governors at Trust schools for feedback. They would be completed as drafts by the end of term and shared with governors to review ahead of the first meeting of the new school year. <u>DFE update to Maintained School Governance Guidance</u> Links had been shared with governors following the update on 25/6 and the NGA had provided a document summarising the changes.	
17.	AOB	
	There being no other business the meeting closed at 6:33pm.	

Dates of meetings 2025 - 2026			
	Full Governing Body	Finance Committee	Governor In School Day
	06/10/2025	10/10/2025	
	24/11/2025	06/03/2026	
	02/02/2026	08/05/2026	
	16/03/2026		
	18/05/2026		
	06/07/2026		