



## OAKWOOD PRIMARY SCHOOL MINUTES of the GOVERNING BODY MEETING

HELD VIRTUALLY

24th November 2025, 5:30-7:30pm

Name	Post	Attending	Apologies accepted	Apologies not received / not accepted
<b>Governors</b>				
Maria Whitmarsh (HT)	Headteacher	✓		
Rachel Gander (RG)	Trust Gov / Chair	✓		
Gemma Fawcitt (GF)	Staff Governor	✓		
Joe Crook (JC)	Co-opted Governor			✓
Ben Hammond (BH)	Co-opted Governor	✓		
Jayanand Kumarguru (JK)	LA Governor	✓ (from 5:47)		
Abbie Foss (AF)	Parent Governor		✓	
Amy Ryan (AR)	Parent Gov / ViceChair	✓		
<i>Vacancy</i>	<i>Trust Governor</i>			
<b>Other attendees</b>				
Becky Wilson (BW)	SENDCo	✓ (from 6:31 for item 11)		
Raylene Poppleton (RP)	Clerk	✓		
<b>Quoracy - 50% of Governors (4)</b>				

### Actions arising from this meeting

Item		Action
6	Update Scheme of delegation to reflect delegation of non-statutory policies to HT	Clerk
7	HT to follow up on car lighting query with SBM and advise governors	HT
9	HT to confirm how Pupil Premium numbers compare across the LA and report back to governors.	HT
9	Chair to draft letter to B&Q to thank them for their work	Chair
10	Clerk to confirm booking arrangements for Safeguarding SEF training	Clerk
10	Governors to review the Safeguarding SEF, add comments, complete training and bring it to the next meeting.	All Gov
13.1	Estate Management Governor to meet with SBM to review compliance in the new year.	JK
14	All Governors to book in visits or calls for this term	All Gov
15	Governors to complete the Skills Audit by the next meeting	All Gov

### Minutes

Item		Action

<b>1.</b>	<b>Welcome, apologies and absences.</b>	
	The Chair opened the meeting at 5:32pm and welcomed everyone. Apologies had been received from AF shortly before the meeting.	
<b>2.</b>	<b>Declaration of Pecuniary/Business Interests</b>	
	Governors confirmed the current declarations of interest were up to date. No governors had pecuniary/business interests to declare in this agenda.	
<b>3.</b>	<b>Items of Urgent Business</b>	
	An urgent item had been presented and would be discussed under item 12.	
<b>4.</b>	<b>Reflection</b>	
	<p>The Headteacher explained the and asked governors to reflect on the question:  “How confident are we that our safeguarding culture is lived out daily across the school, and what evidence do we rely on to assure ourselves of this?”</p> <p>Governors responses included:</p> <ul style="list-style-type: none"> <li>• At governor meetings, governors read and understood the policy, they heard about it in reports and could visit to see evidence</li> <li>• It was witnessed in school last week and through conversations with staff. Staff recorded on CPOMS and said they’re confident</li> <li>• At the last safeguarding governor visit met with the HT and SBM. Concerns were raised at meetings.</li> <li>• Talked to children and they say they feel safe.</li> <li>• Safeguarding was seen in action during a visit. There may have been a perception that staff apologise when incidents happened in front of governors but that validated what governors were being told. A governor checked in with staff after the incident.</li> <li>• SLT were transparent with governors and it was felt there was an honest relationship and trust between SLT and governors.</li> </ul>	
<b>5.</b>	<b>Minutes of previous meetings</b>	
	<p>The draft minutes of the FGB on 06/10/2025 were reviewed.</p> <p><b>DECISION: The minutes, were agreed as a true and accurate record by those present.</b></p> <p>The Chair's electronic signature was used to sign the minutes after the meeting and the final version filed in the meeting folder on the governor drive.</p>	
<b>6.</b>	<b>Matters Arising &amp; Actions</b>	
	<p>Following discussions the following governors were appointed to the Pay Committee:</p> <ul style="list-style-type: none"> <li>• RG, AR and BH</li> </ul> <p>JK joined the meeting</p> <p>The Action Log was reviewed. The following was noted:</p>	

	<ul style="list-style-type: none"> <li>A list of non-statutory policies had been added to the policy review schedule. It was explained that many of these policies were more operational, updated as required and could be delegated to the headteacher for approval but brought to the next GB meeting for information. Following further discussion this was agreed.</li> </ul> <p><b>DECISION: Non-Statutory policies to be delegated to the HT for approval and brought to the GB meetings for information.</b></p> <p><b>Action: Clerk to update Scheme of delegation to reflect this change.</b></p> <ul style="list-style-type: none"> <li>JK had experienced technical issues accessing the training but would try again with links from the clerk</li> <li>Governors were still to log their required safeguarding training. Some governors advised it had been completed but not logged. The clerk advised that some external safeguarding training may suffice but many did not have enough connection to education settings so governor training was recommended in those cases.</li> <li>Governors were still required to book and log monitoring visits for this term. Governors were reminded to update the log with visits.</li> </ul>	Clerk
<b>7.</b>	<b>Committee Reports</b>	
	<p><b>Finance &amp; Resources</b></p> <p>The draft minutes of the meeting on 10/10/2025 were shared before the meeting.</p> <p><b>Question: What follow up had been done on the car park lighting as there were still incidents of falling where a kerb wasn't visible?</b></p> <p><b>Response:</b> The HT was not aware so would follow up with the SBM</p> <p><b>Action: HT to follow up with SBM and advise governors</b></p> <p><b>Headteacher Performance Management</b></p> <p>The panel met with the external advisor in October. The review was completed and objectives set for the year ahead.</p>	HT
<b>8.</b>	<b>Bridge Education Trust</b>	
	The Trust meeting was to take place this week and the meeting focus was to be on Trust data.	
<b>9.</b>	<b>Headteacher's Report</b>	
9.1	<p><b>The Leadership Report</b> to Governors was provided ahead of the meeting. and the contents discussed. Written questions submitted in advance were discussed at the meeting.</p> <p><b>Question: Were there any safeguarding issues since the last meeting that governors need to be aware of?</b></p> <p><b>Response:</b> The school continued to have a small handful of children with a fight or flight response. Each one had their own context. JK and RG did a walk around the school last week looking for weak spots and the general feedback was that the school was doing what it could. Additional fencing had been added over the weekend and the pedestrian gate button had been moved higher.</p>	

	<p><b>Question:</b> Can you give any examples of how you know safeguarding principles are embedded into the school?</p> <p><b>Response:</b> SLT saw all the CPOMs records staff were sharing with us. Much of the information shared was relatively 'low' level, which told us that thresholds for staff are appropriate as nothing was getting missed. When a child absconded recently, all the procedures were followed correctly by all staff involved.</p> <p>A new member of staff was being proactive about ensuring any CPOMS entries were followed up verbally, telling us that our induction processes were effective.</p> <p><b>Question:</b> Do you feel confident that with effective deployment of support staff in place that disadvantaged children's outcomes will be met? Are you confident that we have enough staff?</p> <p><b>Response:</b> We don't have enough support staff currently with the Behaviour Support Vacancy. We are actively recruiting, but recruitment is very challenging - we are looking at supply TA options in the interim. Advertising for a HLTA in order to get a higher standard of applicants was being considered.</p> <p><b>Question:</b> Do TA's prefer to be employed via the supply agencies due to getting better salaries?</p> <p><b>Response:</b> Working through agencies they get more control of how and when they work, to have flexibility of hours and to choose whether to work as 1-to-1's or class based.</p> <p><b>Question:</b> How do Pupil Premium numbers compare with other schools in the L.A.?</p> <p><b>Response:</b> HT advised they would confirm and report back</p> <p><b>Action:</b> HT to confirm how Pupil Premium numbers compare across the LA and report back to governors.</p> <p>Refer to Confidential Part 2 Minutes A</p> <p><b>Question:</b> Was there anything else you wanted to raise with governors for further discussion?</p> <p><b>Response:</b> RG and AR did not get time to follow up on the staff CPD part of the SIP during their visit and governors were invited to do this on their next visit. In particular to note monitoring support and training for ECT and how staff were implementing what they've learned or how training had had an impact.</p> <p>Governors were asked to write to thank B&amp;Q for the work they had done.</p> <p><b>Action:</b> Chair to draft letter</p>	<p>HT</p> <p>Chair</p>
9.2	<p><b>SIP</b></p> <p>The SIP was shared with governors ahead of the meeting and the actions and impact shared as part of the Leadership report.</p>	

	<p>Governors were advised that Phonics outcomes were not as high as they should have been and the SLT were doing a deep dive.</p> <p><b>Question:</b> Was that across the whole school?</p> <p><b>Response:</b> Phonics screening was for Year 1 so that was a priority but also support for those who didn't achieve the outcome in Year 1 so that they can be successful in Year 2 and then into Key Stage 2.</p> <p><b>Question:</b> Was there a similar drop in other schools or nationally, or just this school?</p> <p><b>Response:</b> The HT advised they couldn't provide a national comparison at the meeting but the figure at this school should be higher.</p> <p>Speech affected phonics so the school now had a TA providing speech interventions in Year 1. It was also felt that teaching of phonics could be stronger and they were looking at fidelity to the scheme as part of the deep dive.</p> <p><b>Question:</b> Initially outcomes were very good when the scheme was introduced - what were the issues?</p> <p><b>Response:</b> It was felt that perhaps over time the initial training and practice had not been sustained.</p> <p>The Chair recommended to governors that the SIP be used as a prompt during monitoring visits.</p>	
<b>10.</b>	<b>Safeguarding</b>	
	<p>The Safeguarding Self Evaluation Form from the LA had been shared with governors ahead of the meeting. Completion of the Governor section was required by 27/03/2026. Attendance at the LA session on 12/01/2026 was discussed.</p> <p><b>Action:</b> Clerk to confirm booking arrangements.</p> <p>Governors reviewed the questions and picked out some that the Safeguarding Governor could ask during their visit. For other questions were discussed how they would find out. Mobile phone risks in school were also raised.</p> <p>Governors received safeguarding information in the annual report plus it was a standing item at full governing body meetings.</p> <p><b>Action:</b> Governors to review the document and add comments, complete training and bring it to the next meeting.</p>	<p>Clerk</p> <p>All Gov</p>
<b>11.</b>	<b>Inclusion Audit</b>	
	<p>BW joined the meeting</p> <p>The Inclusion Audit report had been shared with governors in advance of the meeting. BW took governors through the report, highlighting key points:</p> <ul style="list-style-type: none"> <li>• The audit was done across all schools in the LA as a self-evaluation. It included self-reflection and input from parents, pupils and staff.</li> <li>• In summary parents had highlighted knowing who to contact for support, staff felt leaders were supportive but needed more support managing behavior. The LA thought the culture of inclusion was strong and could be seen in everyday practice.</li> </ul>	

	<ul style="list-style-type: none"> <li>● The Forest School and ELSA were identified as strengths.</li> <li>● Parent responses were positive overall</li> <li>● The rating tool reflected inconsistent pockets that needed more support and this was in progress.</li> <li>● Parent/Carer coffee mornings were being promoted</li> <li>● Parent comments had been included in the report and areas for development. The school had already identified these areas and related to consistency between KS1 and KS2.</li> <li>● Pupil comments were shared</li> <li>● 21 staff completed the questionnaire</li> </ul> <p>Next steps identified and the school was being supported by the LA:</p> <ul style="list-style-type: none"> <li>● Developing interventions and middle leader roles <ul style="list-style-type: none"> <li>○ Staff skills eg: adaptive teaching</li> </ul> </li> <li>● Parent/Carer links <ul style="list-style-type: none"> <li>○ Coffee morning/afternoons and having them involved in reviewing the SEN policy and SEN Information Report.</li> </ul> </li> </ul> <p>The Chair commented that BW had met with governors part way through this process so there were no surprises.</p> <p><b>Question:</b> Were there any major differences to other schools in the feedback from the LA?</p> <p><b>Response:</b> This school was not alone in seeing an increase in need and a need to develop staff skills in this. They particularly recognised the positive parent feedback.</p> <p><b>Question:</b> Was this being shared with staff?</p> <p><b>Response:</b> It had been sent out 2 weeks ago inviting questions or conversations about it. No-one had challenged the outcomes, feedback was generally positive particularly about the parent comments.</p> <p>The LA was supporting the school with CPD training around adaptive teaching. Governors felt this was good summary with positive steps to take going forward.</p> <p>BW left the meeting.</p>	
<b>12.</b>	<b>Staff/HR</b>	
<b>12.1</b>	<p>Refer to Confidential Part 2 Minutes B</p> <p>Governors raised that a staff member had concerns that PPA time for subject leads had halved and felt it was quite a lot for one person so should sit with a middle leader or staff have more time to enhance and embed.</p> <p>The HT advised that they didn't receive extra PPA but 2 hours per fortnight of subject leader time. This had previously been 2 hours per week but the school had not been seeing the benefit. Any subject leader could request additional time if they needed it but they weren't requesting it.</p>	

	<p>Governors discussed the expectations of middle leaders and how this school allocated time and TLR's.</p> <p>Refer to Confidential Part 2 Minutes C</p> <p><b>Question:</b> How often were staff reviewed or monitored?  <b>Response:</b> Everyone received performance management but SLT met with subject leads more often.</p> <p>Governors discussed the use of PPA and how the SLT would give time if requested and needed for the role. Monitoring of roles and how that was done was also discussed.</p>	
12.2	Refer to Confidential Part 2 Minutes D	
13.	<b>Policies</b>	
13.1	<p><b>Premises Management Policy</b></p> <p>Governors were advised that the School Business Manager (SBM) was working on this due to different levels of compliance and ascertaining where the school was at the moment.</p> <p>The policy was the standard policy from SCC and included everything.</p> <p><b>Action:</b> Estate Management Governor to meet with SBM to review compliance in the new year.</p> <p><b>DECISION: Policy APPROVED by governors</b></p>	JK
13.2	<p><b>Parent Code of Conduct</b></p> <p>This non-statutory policy was shared for information. Governors were advised that the changes had been made due to wording relating to assistance dogs.</p>	
13.3	<p><b>ICT Use</b></p> <p>This policy was shared for information and covered how staff used ICT appropriately.</p> <p><b>Question:</b> Should this policy include AI?  <b>Response:</b> The school had a separate AI policy.</p> <p><b>Question:</b> Did the ICT Use Policy also apply to volunteers?  <b>Response:</b> A separate volunteer policy covered this.</p> <p><b>Question:</b> Should volunteers sign to say that they have read and understood this?  <b>Response:</b> Following discussions it was agreed that signing the agreement should be enforced as a safeguarding protection.</p>	
14.	<b>Governor Visits</b>	
	<ul style="list-style-type: none"> <li>• Governors had visited during Governors in School week (w/c 17/11/25) and AR &amp; RG would work together to write up their report.</li> <li>• BH to complete safeguarding visit before the end of term and this may be done virtually.</li> <li>• AR to visit looking at attendance.</li> </ul>	

	<p>Governors were informed by the HT that the new Ofsted framework looked at 'case studies' of pupils in vulnerable groups - looking at a day in their life, the provision, the strategies used by the school and their impact. Following further discussion it was agreed that the theme for next term would be Inclusion and this approach would be used at the next Governors in School week (w/c 23/02/2026) when governors could spend time following a child or group, looking at reports, passports, parent interactions etc. At the next meeting the Pupil Premium Report would be presented.</p> <p><b>Action:</b> All Governors to book in visits or calls for this term</p>	All Gov
<b>15.</b>	<b>Governor Training &amp; Skills</b>	
	<ul style="list-style-type: none"> <li>Required training was highlighted at the start of the meeting and governors should complete it.</li> <li>The Skills Audit had been shared ahead of the meeting and governors were advised it only took a few minutes to complete.</li> </ul> <p><b>Action:</b> Governors to complete the Skills Audit by the next meeting.</p>	All Gov
<b>16.</b>	<b>Governor Correspondence &amp; Clerking Matters</b>	
	<p>The clerk had shared information about upcoming webinars that governors could register for - one relating to Ofsted and another about getting the most from governor visits.</p> <p>In addition governors were advised that the Guidance for Governors of Maintained Schools had been updated so that it was now downloadable as a document.</p>	
<b>17.</b>	<b>AOB</b>	
	<p>Governors discussed the timing of the meeting and agreed to move the next meeting to 6pm.</p> <p>There being no other business the meeting closed at 7:45pm.</p>	

<b>Dates of Remaining Meetings 2025 - 2026</b>		
<b>Full Governing Body 5:30-7:30pm</b>	<b>Finance Committee 12:30-1:30pm [Hybrid]</b>	<b>Governors In School Days (visit during the week)</b>
16/03/2026	06/03/2026	w/c 23/02/2026
18/05/2026	08/05/2026	w/c 11/05/2026
06/07/2026		