

SUMMER TERM 2 2025

Caring, Curiosity & Courage

MINUTES of the meeting of the Governors of **Newtown School** held at the school and remotely on **Wednesday 9th July 2025** at 7.30pm

PRESENT:

Anthony Fortgand (AF) – Chair	
Andrew Dunn (AD) – Vice Chair	Sarah Scofield (SS)
Hayley England (HE) – Head	Alice Lees-Millias (ALM)
Gemma Watherston (GW)	Kat Lehane (KL) – joined 7.40pm
Matthew Writtle (MW)	

IN ATTENDANCE:

Paul Treadwell (PT) – via Zoom
Daniel Rose – (DR) – **AHT**
Jermaine Graver (JG) – potential new governor

ABSENT: None

NB. Governors' questions are highlighted in *italics* throughout these minutes.

		ACTION
1	WELCOME AND GOVERNOR ROLES	
	AF in the Chair.	
	All were welcomed to the Summer Term 2 FGB Meeting.	
	JG was also welcomed to the governors meeting.	
1.1	The meeting was deemed to be quorate.	
	ANY OTHER BUSINESS	
	<ul style="list-style-type: none">None	
2	DECLARATIONS OF INTEREST	
	There were no declarations of interest in items covered at this meeting.	
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES	

	ACTION
<p>The Minutes of the meeting held in 13 May 2025, circulated, were confirmed and would be signed by the Chair as a correct record on Governor Hub.</p>	Chair (AF)
<p>3.2 MATTERS ARISING</p> <p><u>Succession Planning</u></p> <p>It was noted that AF and AD are stepping down as governors and from their leadership positions at the end of the Summer Term 2025 so succession planning needs to be considered and will be an item at the next FGB meeting in May.</p> <p>It was agreed that AF and AD would stay on as governors and leaders until Ofsted have visited the school and this allows a period of transition for any Chair/Vice Chair. This item will continue as an Agenda item.</p> <p><i>In terms of succession planning we have started the process and we have two potential governors to join shortly. We can look at this plus a review of governor responsibilities at the next FGB meeting.</i></p> <p>July update: <i>conversations are ongoing with members of the GB including KL who is considering the Chair role with a long handover period from AF/AD. MW also offered to step into the Vice Chair to support KL.</i></p> <p><u>Action ongoing.</u></p> <p><u>Funding Options</u></p> <p><i>Q: Are there other methods of funding? Could we obtain funding elsewhere?</i></p> <p><i>A: There are funding opportunities such as www.shanlyfoundation.com.</i></p> <p>Action: <i>KL to review funding opportunities and report back at the next FGB Meeting. This action to be continued. KL is reviewing options.</i></p> <p>July update: <i>we are looking at a number of funding options for specific projects such as Forest School. A number of bids have been placed (for 3 and 6 month periods).</i></p> <p><u>Action ongoing.</u></p> <p><u>Governor Visits</u></p> <p>Action: <i>The Head to speak to the English Lead and the English Governor (AD) regarding a possible <u>Governor Visit focussing on Year 1 Boys Writing.</u></i></p> <p>July update: <i>AD will visit the school to complete this visit in the</i></p>	<p>AF/AD</p> <p>KL/MW/AF/AD</p>

Autumn Term.

Action ongoing.

It was confirmed that the **Single Central Record** was up to date for last term and a **further SCR check will completed this Term.**

Action completed.

There were no other matters arising from the minutes.

4 STRATEGIC MANAGEMENT

4.1 UPDATE FROM THE HEADTEACHER AND GOVERNORS' QUESTIONS

The **Update of the Headteacher (Summer 2 2025)** was received by governors prior to this meeting.

The **following matters** arose from a discussion:

Attendance

*Q: Could you please update us on the latest **pupil Attendance data**?*

A: As discussed previously, the attendance data has been hit by an outbreak locally of chicken pox and we have had 55 children in Years 1 and 2 who have been off for 1-2 weeks. Also, we still have a lot of unauthorised absence with term time holidays.

*This has impacted on our overall attendance which is now at **93.1%** and we have a number of children below 90%. This does have an impact on EYFS GLD attainment as we can see from the latest data.*

*We need to have a **robust attendance practices** in place and update our **Attendance Policy** with the latest guidance from the DfE (Working Together to improve Attendance).*

*The **new Attendance Policy was approved** with the note that the communications to parents must be robust regarding the changes and the need that our school practices on attendance must note the DfE guidance.*

MW (Attendance Governor) is also due to visit next Tuesday.

Staffing and Pupil Wellbeing

We have been through the consultation period and process as we continue to look at our staffing capacity in line with the budgetary constraints. It is been a challenging process although the final reductions were less than originally proposed.

We will be fully staffed from September with two new ECT's and a student teacher joining our team.

We also have a number of staff members going through personal and family challenges and circumstances and we continue to offer our support to those individuals.

With the pupils, they are looking forward to the end of the academic year.

Assessment Data

*Q: Could you please provide the **highlights on the data** and the **key challenges**?*

A: The data presented is now clearer for governors with the use of SONAR. Governors will note there are not great disparities with the EAL v non EAL data although we should note that the cohort groups are small.

Climate Action Plan (CAP)

We need to a CAP in place for September and I have added a copy to the Governor Zone.

The CAP was approved by the FGB.

4.2 SELF-EVALUATION FORM (SEF)

This working document is on Governor Zone for governors to review. The details on the areas that we discussed above are also included. We are still continuing our work on Behaviour. It will be updated for the Summer Term.

4.3 SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher reported on the SDP 2024-25.

A lot has happened. It feels that the school is moving in the right direction. This working document is on Governor Zone for governors to review. The details on the areas that we discussed above are also included. It will be fully updated in the Summer Term and we continue to work through the priorities on items like behaviour.

4.4 BUDGET SUMMARY

We note that as a school we are making tough, prudent and robust financial decisions and we will utilise our surplus over the next 3 years.

We will not be in deficit (cumulatively) over that 3 year period and should have a small surplus at the end of Year 3.

We have noted the SEN funding challenges (see SEN Governor update) and the impact of that on our Budget.

5 REPORT FROM COMMITTEES

None held/to report.

6 DELEGATED REPORTS

6.1 REPORT OF THE CHAIR

The Chair had not taken any action under emergency or delegated powers.

6.2 REPORT OF THE SAFEGUARDING GOVERNOR

It was confirmed that the **Single Central Record** was up to date for this term.

The Head commented:

We have had a few safeguarding referrals this term and we continue to work with external agencies. It is busy at the moment but we operate a robust and effective safeguarding culture at our school.

Governors also noted that the next KCSIE update was due in September.

6.3 REPORT OF THE SEND GOVERNOR

It was confirmed that the SEND Local Offer is on the website and a SEND Governor Visit was completed this term.

*Q: How many **EHCPs** do we have and are others in the pipeline?*

*A: We have 8 in place with another 6 in the pipeline waiting for EP reports. There are delays in the process. **This number (14) is a lot for a school of our size.** We are using a lot of our Budget to support these children. We also await the details from the DfE on the future of SEN.*

6.4 REPORT OF THE DEVELOPMENT GOVERNOR

No Report to note.

The Clerk had offered previously to run Governor training sessions on Governor Induction for new and existing governors and Ofsted Preparation for Governors.

6.5 GOVERNOR VISIT REPORTS

A number of other governor visits were noted including an IT visit conducted by MW and two Health & Safety visits completed by GW.

7 RECURRING ITEMS

7.1 POLICIES TO APPROVE

All noted below were **approved**:

ALM left at 8.45pm

8 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings: TBC

AF/Head/Clerk

9 ANY OTHER BUSINESS

- None

10 CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open

manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes **(with the exception of any Restricted Confidential Minutes)**.

Thank you to the Head and the Team for their hard work this year and also thank you and good bye to SS who is leaving the school for a new job in Coventry.

11 SUMMARY OF ACTIONS

Succession Planning

It was noted that **AF and AD are stepping down as governors and from their leadership positions at the end of the Summer Term 2025 so succession planning needs to be considered and will be an item at the next FGB meeting in May.**

It was agreed that **AF and AD would stay on as governors and leaders until Ofsted have visited the school** and this allows a period of transition for any Chair/Vice Chair. This item will continue as an Agenda item.

In terms of succession planning we have started the process and we have two potential governors to join shortly. We can look at this plus a review of governor responsibilities at the next FGB meeting.

July update: *conversations are ongoing with members of the GB including KL who is considering the Chair role with a long handover period from AF/AD. MW also offered to step into the Vice Chair to support KL.*

Action ongoing.

Funding Options

*Q: Are there other **methods of funding**? Could we obtain funding elsewhere?*

A: There are funding opportunities such as www.shanlyfoundation.com.

Action: *KL to review funding opportunities and report back at the next FGB Meeting. This action to be continued. KL is reviewing options.*

July update: *we are looking at a number of funding options for specific projects such as Forest School. A number of bids have been placed (for 3 and 6 month periods).*

Action ongoing.

ACTION

Governor Visits

Action: The Head to speak to the English Lead and the English Governor (AD) regarding a possible **Governor Visit focussing on Year 1 Boys Writing.**

July update: AD will visit the school to complete this visit in the Autumn Term.

Action ongoing.

The meeting closed at 9.05pm

Signed Date

CHAIR

PART II – CONFIDENTIAL MINUTES: NONE.

CIRCULATION LIST: ALL GOVERNORS

CONFIDENTIAL MINUTES of the meeting of the Governors of < > School / Academy
held at the School / Academy / <Via Named Platform> on < > 2024 at < > am/pm

ACTION

Signed Date
CHAIR

