Minutes of FGB Meeting for Milton Road Primary School

Held on Monday 7th July 2025 1830 hours

In School

Governors:	Richard Wielechowski (RW) Chair, Rae Snape (RS) Head, Matt Butler (MB), Barney Cox (BC), Mike Bleazard (MBl), Sophie Hare (SH) (arrived at 18:36) Tom Dowdall (TD), Ben Sillis (BS), Bayan Parvizi (BP), Sonia Illie (SI), Juliana Mandra (JM) Collette Harrison (CH), Priscilla Canizares (PC), Cate Giddens (CG)
In attendance:	
Clerk:	Meleena Walsh (Camclerk - MW)

	Discussion	**Decisions Made / Actions Agreed**
1.	**Welcome** The GB was quorate based on the number of governors in post. The GB welcomed Cate Giddens to the GB and formally elected her as a new governor. The meeting started at 18:32hrs.	Clerk to add Cate Giddens onto GovHub
2. 2i. 2ii	**Apologies for Absence** Received apologies for absence: – Laura Monk (LM), duly accepted by the GB. Non Attendance – Consent to non attendance –none	
3.	**Declaration of direct or indirect pecuniary interest in any of the following items** nil	No declarations for items on this agenda were made.
4.	**Review of previous minutes 19th May 2025** To approve the minutes of the FGB meeting 19.5.25. The minutes were duly approved by the FGB.	
5.	**Agreed Actions Update – see actions list** All completed	

Duly approved by the FGB and signed by the Chair *Richard Wielechowski*
Date 13th October 2025

6.	**School Improvement**	
6i	**Headteacher's Report** The report was made available to the governors on Governor Hub prior to the meeting.	
6ii	**Headlines** SIP – new SIP in place 97% attendance – above national average w/c 30th June 2025 a day with 100% attendance The current trend for attendance is now shown as an upward trend – thanks to the Deputy Head for there work around attendance All staff have had hot weather protocols and first aid training. Single Central Record is regularly monitored. Cambridge Therapeutic Thinking for behaviour – there has been an uplift on incidents recorded but this is a national trend. £5800 raised at the summer fayre. Huge thanks given to all those that organised the event. In particular the smart phone free stall – encouraging children and parents to be device free. October 2024 there were 409 pupils on role. As at the current date there are 422 pupils currently on role. The has been an uplift on enquiries from parents/carers for placements for children that have SEND requirements. This will create an interesting landscape moving forward as the school is currently at capacity, it was noted that parents of SEND children can appeal a decision around being offered/not offered a place at the school. Use of AI – it was noted that the school, at present have not fully engaged in the use of the government guidance around AI. Use of AI has been through Century. It was noted that any AI programme that will be used in future will be 'closed' in order to protect the data/information/characteristics of the school. EYFS - 88% have achieved early learning goals. KS2 results out on 8th July 2025 Work with New Wave has proved successful in coaching teachers, notably phonics moving into reading for pleasure. SATS have been successfully completed. Thanks to the GB members that assisted with the supervision and scrutiny of the administration of the SATS tests. ECTs – these are well supported in school (2 in their final ECT term) and have received excellent mentoring. Thanks to Dr Butler for their work around the policy supporting children with high medical needs. Q./ A governor asked – of the 5 pupils that are currently outside the behaviour policy – what does this look like on a day to day basis for them and the staff? A./ The Head responded - These children have a bespoke curriculum that	

	supports their ability to access their learning journey. This is tailored to fit the SEND requirements of each pupil. Q./ A governor asked - Is there a relationship to the SEND applications being within catchment? A./ The Head responded - This is currently wider than catchment. A parent/carer of a child with an EHCP is entitled to apply to a school of their preference. Q./ A governor asked – if there is an increase in the number pupil admissions which takes it above 30 pupils per class, what grounds does the school have to refuse the child a place? A./ The Head responded – Although we would like to think that the PAN number is the final number for each class (30 pupils) an appeals panel would say that the classroom sizes are generous, so therefore the school has the capacity to accept more children. The school would not have the grounds to say no if the appeals panel offer the place. Q./ A governor asked – has there been any research done around what the tipping point is within the school in terms of these additional pupils being given places at the school. A./ A governor responded – there is a shortage of places available at specialist provision for children with SEND and it is the case that these children are being given places at mainstream school. The Head added – there has not been any investigation into the overall impact an increase in class numbers will have, but, it would most likely be detrimental on both the teaching staff (increased workload) and the pupils. Q./ A governor – with the recent hot weather, and the trend in the weather potentially being an increase in hot weather, is there a way that afternoon PE sessions could be moved to take place in the morning. A./ The Head responded – this is most definitely something that can be discussed with SLT as a plan moving forward.	
6iii	**Safeguarding Update** The report was made available to the GB prior to the meeting. There have been a number of incidents recorded (1 sexual harassment, 2 Prejudicial and discriminatory behaviour, 3 reported incidents of bullying) and these have been followed up. These are peer on peer and in the older year groups. (These children have already been monitored). 2 referrals to MASH 4 Child in need 4 TAF meetings 1 child in care 9 Attendance Intervention **Health and Safety Update**– Nothing to report	
7. 7i	**Committee Reports - verbal** <u>Teaching and Learning</u> It was noted that the committee had met. A Hall presented a powerpoint (available on GovHub) showing the SEND provision provided by the school. It was noted that where an EHCP takes longer to process (current estimation is	

7ii	20 weeks) the school is not back paid for any resources that are provided whilst the EHCP is processed. It was noted that some of the EHCP's are in excess of 40 weeks. It was noted that the work required to manage the SEND provision and the application for EHCP's and EHCA's is immense. It was noted that there would need to be a policy created to cover the use of AI usage. Q./ A governor asked – Are supply teachers given an overview of the behaviour policy? A./ The Head responded – most cover is provided in house by HLTA's but a supply would be given a pack on arrival. <u>Resources</u> The report had been made available to the GB via Governor Hub. Staffing – success plan in place for a member of the teaching staff that is retiring at the end of this academic year. This will be a current HLTA (qualified teacher) that will be taking on the teaching post. Q./ A governor asked - As Cambridgeshire is not an automatic FSM enrolment area, does the school monitor the families that are entitled to FSM and ensure that they have signed up? A./ The Head responded – this is something the school will look into monitoring in particular the year 3's.	061 T & L committee to discuss the use of AI. 062 Head to ensure that any supply staff are given an overview of the schools' behaviour policy 063 Head and Office to look into monitoring FSM uptake.
8. 8i 8ii 8iii	**Governor Business** **Governor Training Update/Feedback** Governors were encouraged to undertake any relevant training and log any key training notes onto Governor Hub. **Governor Visits** Next governors visit day to be organised for Summer 2 (17th July 2025) **Agree dates for forthcoming FGB meetings and committee meetings** Date of next FGB meetings; **2025** 29th September for T&L (18.30) Resources (19.45). 13th October for FGB 17th November Resources (18.30) T&L (19.45) 1st December FGB **2026** 19th January T&L (18.30) Resources (19.45) 2nd February FGB Provisional dates dependent on budget schedule which is to be confirmed PROVISIONAL 9th March T&L (18.30) PROVISIONAL 16th March Resources (18.30)	

	PROVISIONAL 23rd March FGB PROVISIONAL 23rd April FGB Budget Ratification brief call. ?th May Committees Resources (18.30) T&L (19.45) tbc 18th May FGB 22nd June Committee T&L (18.30) Resources (19.45) 6th July FGB **Agree Chair and Vice Chair for academic year 2025/26** It was noted that RW was happy to stand as Chair for the academic year 2025/26. The GB were in agreement for the RW to remain as Chair. In the absence of LM the Vice Chair election will take place at the first governor meeting in Autumn 1. **Annual Governor Report** The Governors were made aware that the report was available on Gov Hub and it was noted that it will be submitted to county. **Governor Succession Planning** It was noted both MB and SI will be finishing their term of office at this current academic year. They were thanked for their hard work during their time on the governing body. The Chair discussed the need for succession planning. It was flagged that shadowing will need to be undertaken for link governor roles – particularly Safe Guarding. It was agreed the BC will take on the role of shadowing LM for Safe Guarding. It was agreed the committee chairs will elect a vice chair in order to succession plan. The Skills Audit had been looked at, and it was noted that the current GB has a strong skills set. There is a potential interested governor. The GB were in agreement for the Chair to arrange to meet with the candidate. It was agreed that governors would review the link governor roles in Autumn 1.	064 Chair to arrange a meeting with prospective governor.
9. 9i	**Policies –** **MRPS specific policies** - 1. Relationships and Behaviour Policy 2. SEND Report 3. Sports Premium 4. Appraisal Policy 5. Capability Policy 6. Disciplinary Procedures 7. Staff Code of Conduct 8. Grievance Policy and Procedure All of the above named policies have been approved at the Resources Committee and were duly approved and adopted by the FGB.	

9ii	**Standard LA policies** – nil	
10.	**AOB** It was noted that there was in excess of £300 raised by the governors for the staff and this would be given to FB-R to put towards the staff annual summer event. Ice-cream van – it was noted that the school have no jurisdiction around where the ice-cream van can be as it is the public highway. Football in the playground – there is a blanket ban on no football first thing in the morning. Especially in the KS1 playground.	
11.	The meeting closed at 7:53pm Date of next FGB meetings; **2025** 13th October for FGB 1st December FGB **2026** 2nd February FGB Provisional dates dependent on budget schedule which is to be confirmed PROVISIONAL 23rd March FGB PROVISIONAL 23rd April FGB Budget Ratification brief call. 18th May FGB 6th July FGB	

Actions List

FGB Actions from 19th May 2025			
~~058~~	~~Report on costings for additional solar panels to be taken to Resources committee and then to the FGB (in due course).~~	~~MB (Resources Committee)~~	~~30th June 2025~~
~~059~~	~~To review the current skills set of the governing body.~~	~~Chair~~	~~15th July 2025~~
~~060~~	~~Thank you, collection, from the FGB in recognition of the work that the staff have put in over the course of this current academic year.~~	~~TD~~	~~15th July 2025~~
FGB Actions from 7th July 2025			
061	T & L committee to discuss the use of AI and to put together a usage policy	T & L	31st October 2025
062	The Head responded – this is something the school will look into monitoring in particular the year 3's.	Head/Office	20th July 2025
063	To monitor FSM uptake, especially within the year 3 cohorts.	Head/Office	23rd July 2025
064	Arrange a meeting with prospective governor.	Chair	20th July 2025

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Date 13th October 2025