



Minutes of FGB Meeting for Milton Road Primary School

## Held on Monday 13<sup>th</sup> October 2025 1830 hours In School

<b>Governors:</b>	Richard Wielechowski (RW) Chair, Rae Snape (RS) Head, Matt Butler (MB), Barney Cox (BC), Sophie Hare (SH) (remote), Ben Sillis (BS), Bayan Parvizi (BP), Juliana Mandra (JM), Priscilla Canizares (PC), Cate Giddens (CG), Collete Harrison (CH), Laura Monk (LM), Francesca Lucas (FL)(remote)
<b>In attendance:</b>	
<b>Clerk:</b>	Meleena Walsh (Camclerk - MW)

	<b>Discussion</b>	<b>Decisions Made / Actions Agreed</b>
<b>1.</b>	<b>Welcome</b>  The GB was quorate based on the number of governors in post.  The meeting started at 18:34hrs.	
<b>2.</b>	<b>Apologies for Absence</b>	
2i.	Received apologies for absence: – Tom Dowdall (TD), duly accepted by the GB.	
2ii	Non Attendance – Consent to non attendance –none	
<b>3.</b>	<b>Declaration of direct or indirect pecuniary interest in any of the following items</b> nil	No declarations for items on this agenda were made.
<b>4.</b>	<b>Review of previous minutes 7<sup>th</sup> July 2025</b> To approve the minutes of the FGB meeting 07.07.25. The minutes were duly approved by the FGB.	
<b>5.</b>	<b>Agreed Actions Update – see actions list</b>  All complete	
<b>6.</b>	<b>School Improvement</b>	
6i	Headteacher's Report – The report was made available on Governor Hub prior	

6ii	<p>to the meeting.</p> <p>‘Exo Skeleton’ document shared on Governor Hub – these focusses on the critical areas that the school need to concentrate on, post-Ofsted.</p> <p>Curriculum and Teaching Attendance and Behaviour Early Years Personal Development and Well Being Achievement Leadership and Governance Inclusion Safeguarding</p> <p><b>Q) A governor asked – Is the current SIP in danger of having to many points to focus on?</b></p> <p>A) The Head responded that with the current SLT and teaching staff are pushing forward with the SIP and have taken momentum from the Ofsted report. JM added that these were minor changes made in line with the Ofsted report and were attainable.</p> <p>It was also noted that inline with the new writing framework work had already begun to start the procedure of the new spelling scheme, transcription skills and handwriting.</p> <p>The Head concluded that there would be close monitoring of the SIP and the progress that is being made across the school and this would be measurable in the SEF. (This will be the tool for governors to actively see how the school is meeting the SIP priorities)</p> <p><b>Safeguarding</b></p> <p><b>Q) A governor noted that there was a high number of absences, currently sitting with 42 separate cases, how is this being managed?</b></p> <p>A) The Head responded – this is over a range of pupils and this is composed of lates as well as absences This is being managed by the Deputy Head following the school policy and it is being carefully monitored and scrutinised.</p> <p><b>Q) A governor asked if it was possible for the data to be run on rolling comparison.</b></p> <p>A) The Head responded that the data would be compared on a ½ termly basis so that the absence and lates could be measured.</p> <p><b>Q) A governor questioned if the SLT had enough manpower to maintain the tracking and monitoring of attendance.</b></p> <p>A) The Head responded that resources around safeguarding were currently at normal operational level.</p> <p>It was noted that it was usual operations for the Head to be DSL within school. The governors were concerned again about the load on the Safeguarding team. It was noted that the levels of safeguarding issues come in waves, and the responsibilities are distributed.</p>	
-----	---	--

	<p><b>Safeguarding Training</b></p> <p>The governors undertook safeguarding training delivered by the Head and were offered the opportunity to discuss and ask questions.</p> <p>Q) A governor asked – do you have the correct support to deal with situations where the parents may be need to be spoken to about a incident where their child has been subject to a form of harm inflicted by the parent.</p> <p>A) The Head responded – the DSL and DDSL have specific training to ensure that they have the correct skills to deal with this type of incident. Each case is dealt with on an individual basis.</p> <p>Q) A governor questioned - does CPOMS allow the Safeguarding team see all incidents linked to a particular child and is their a large number of outstanding actions.</p> <p>A) The Head responded that CPOMS allowed files to be viewed in singular or multiple incidents. All cases are dealt with in a timely manner and reviewed by the SLT at regular meetings.</p> <p>All governors to have read KSCiE and confirmed on Governor Hub - complete</p> <p>Receive and consider the pupil premium report and impact statement (to be published on school website by 31/12) to be brought to the Autumn 2 meeting.</p> <p>Receive an update on the performance management schedule for all staff including the HT – details available in the report.</p>	
7.	<p><b>Committee Reports - verbal</b></p> <p>7i <u>Teaching and Learning</u> It was noted that the committee had met. The report was made available on Governor Hub for review. SATS data would be presented at the next Resources Committee meeting. The report had been made available to the GB via Governor Hub. <a href="https://app.governorhub.com/document/68e80e9943c76809e870644a/view">https://app.governorhub.com/document/68e80e9943c76809e870644a/view</a></p> <p>7ii Governors did not raise any questions.</p> <p><u>Resources</u> It was noted the committee had met. The main bulk of the meeting was centred around the recent Ofsted report. The report had been made available to the GB via Governor Hub. <a href="https://app.governorhub.com/document/68ed18d2f049900a8e144a61/view">https://app.governorhub.com/document/68ed18d2f049900a8e144a61/view</a></p> <p>There were no questions raised.</p>	
8.	<p><b>Governor Business</b></p> <p>8i Review and agree the code of conduct – (all to confirm on Governor Hub)</p> <p>8ii Review and agree Standing Orders (all to confirm on Governor Hub)</p> <p>8iii Review the governing body instrument of government and agree a plan for managing and filling any vacancies, and discuss succession planning (plus Co-</p>	

	opting of governors) – <b>1 space available as a Co-Opted governor.</b>	
8iv	Review and agree the governance structure including terms of reference for committees (resources committee ToR, pay committee ToR, HTPM ToR, T&L ToR) T&L ToR to be reviewed by committee chair Resource ToR to be reviewed by committee chair.	
8v	Agree required panels for the coming academic year, e.g. HT appraisal, pay, complaints, staff grievance, disciplinary appeals, and exclusions HT appraisal team to remain Governors – JM will move from Resources to T & L	
8vi	<b>Pay Committee</b> – CH, PC, BP	
8vii	<b>Subject Leader and Governor Champions</b> Computing - CH SEND/Inclusion -FL Digital Pedagogies – SH Geography – CG MFL – FL DT - MB	
8viii	Agree the governing body annual monitoring visits schedule aligned to the SIP	066 Governors to book monitoring visits.
8ix	Allocate governor to conduct a review school website compliance to ensure content is up to date - SH	067 Review of school website compliance
8x	<b>Solar Panel Project</b> MB gave an overview of the discussions around the MRPS solar panel project. It was noted that there was a need to raise funds to allow the solar panel project to be undertaken. The level of the cost for the project has determined that this would not be a viable proposition for the PTA. There could be potential to set up a charitable fundraising option for persons to contribute into the project. There could be an application made for external grant funding. <i>The governors were in agreement that MB could move forward with the solar panel project – proposal 3, to look at funding streams and grant funding.</i>	069 regular reports to be made to the FGB
<b>9.</b>	<b>Policies –</b>	
9i	<b>MRPS specific policies</b> - Charging and Remissions Policy – to be revisited as the next meeting. Admissions Policy Governor Allowances Policy  All of the above named policies have been approved at the Resources Committee and were duly approved and adopted by the FGB.	068 Charging and Remissions Policy to be brought to the next FGB meeting.
9ii	<b>Standard LA policies</b> – Safeguarding & Child Protection Policy Whistleblowing Policy	

	The above policies have been reviewed and approved at the Resources Committee. The governors duly adopted the above policies.	
10.	<b>AOB</b> Nil	
11.	The meeting closed at 8:50pm Date of next FGB meetings; <b>2025</b> 1st December FGB <b>2026</b> 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

<b>FGB Actions from 7<sup>th</sup> July 2025</b>			
061	<del>T &amp; L committee to discuss the use of AI and to put together a usage policy</del>	<del>T &amp; L</del>	<del>31<sup>st</sup> October 2025</del>
062	<del>The Head responded – this is something the school will look into monitoring in particular the year 3's.</del>	<del>Head/Office</del>	<del>20<sup>th</sup> July 2025</del>
063	<del>To monitor FSM uptake, especially within the year 3 cohorts.</del>	<del>Head/Office</del>	<del>23<sup>rd</sup> July 2025</del>
064	<del>Arrange a meeting with prospective governor.</del>	<del>Chair</del>	<del>20<sup>th</sup> July 2025</del>
<b>FGB Actions from 13<sup>th</sup> October 2025</b>			
065	Receive and consider the pupil premium report and impact statement (to be published on school website by 31/12)	Head	1 <sup>st</sup> December 2025
066	Governors to ensure that they book monitoring visits for Autumn Term.	All	1 <sup>st</sup> December 2025
067	To investigate the use of Ai to investigate the school website compliance.	SH	1 <sup>st</sup> December 2025
068	Charging and Remissions Policy	Committee/ Chair	1 <sup>st</sup> December 2025
069	Regular updates on Solar Panel Project to be given to FGB.	MB	ongoing