

Withycombe Raleigh C of E Primary School

Governing Body



Full Governing Body Meeting Minutes							
Date/Time	23 rd September 2025		Location		Meeting Room		
Attendees			Attendees		Attendees		Attendees
Emma Jones		Head	Anna Slade (ASI)		Allie Longhorn	Chair	
Phillip Wilson (PW)			Janine Meecham (JM)	Clerk	Revd Judy Day (RJD)		
Teresa Walsh (TW)			Jenny Meredith (JMer)		James Dryden		
Annmaree Kain (AK)			Mike Smith (MS)				

Apologies	
Richard Moore	Clare Hollingsworth (CH)

	Agenda		
1.25.26	Apologies		7.25.26 Headteacher Report
2.25.26	Declarations of Interest		8.25.26 Safeguarding
3.25.26	Annual Housekeeping		9.25.26 SDP
4.25.26	Approve minutes		10.25.26 policies
5.25.26	Matters Arising		11.25.26 Term Dates
6.25.26	Correspondence		12.25.26 Christian Distinctiveness
			13.25.26 Chairs Business
			14.25.26 Date and time of next meeting

Ref	Item	Action/ Decision	By whom
1.25.26	Apologies: Apologies were received as above and duly sanctioned.		
2.25.26	Declarations of interest All Governors have logged into Governor Hub and completed the Declaration of interest form online. All Governors have been made aware of the Governing Body Code of Conduct and have agreed.		
3.25.26	Annual Housekeeping: a)AL – voted as Chair of the Governing Board.	Decision	All



	JD – voted as Vice Chair of the Governing Board. b) It was agreed to remain with the current structure. Resources committee –EJ /AS/AL/JD/RM NH - associate member Teaching and Learning – PW/EJ/AK/JM//JD/ CH & MS – associate member Performance and pay – AL/ASL/JD First Committee –Second Committee – All Governors c) Subject Lead Governor Roles Confirmed and uploaded to Drive Area Lead Governor Roles were confirmed and document uploaded to the drive d) It was agreed to allow associate members to vote. e) Headteacher Appraisal – AL/ASL/JD. External advisor Steve Hitchcock f) The board were reminded of the procedures for apologies, declarations of interests and the board being quorate for each meeting. They were signposted to the code of conduct and the expectation to undertake regular monitoring with their relevant staff members. g) It was agreed that FGB will remain an open meeting. T&L and Resources will remain closed meetings. i) Section 128 Barred List Check – has been checked no member are on the list j) Scheme of Delegation – agreed k) Annual cycle of business – Governors signposted to this document l) Policy document – Governors signposted to this document		
4.25.26	Minutes: The minutes from the FGB meeting on 1st July 2025 were agreed as an accurate record	Decision	All
5.25.26	Matters Arising: None		
6.25.26	Correspondence: EJ updated the Governors on correspondence. The lights in one of our buildings are on all the time, they are bright, and they keep the neighbours awake. We have had an electrician out and we are waiting for feedback from the neighbours. We have also asked country wide not to arrive at 7:30am as they are waking up the neighbours.		
7.25.26	Headteacher Report Full report uploaded to the Drive. EJ presented the report to the Governors The year has started well and there is a positive feel around the. The children including the new EYFS have settled in well. We have 86 children in EYFS this year.		



	Opal is the biggest focus this term – all staff were invited to attend the inset day. Kate, our OPAL mentor led the inset day. It was really inspiring – people came out excited about it. It has been hard work for the opal team with reminding children and staff about routines and expectations. Staff report that the general behaviour in the afternoon has improved, children have been engaged, and dressing up has been popular. We have had fewer behavioural incidents. We have had staff meetings on pupil engagement and a session on writing as that is an area for development. We had the Kenyan choir in the school on Friday which was amazing their ages were between 8 and 17. They performed for us in assembly, then they spent the rest of the day in school. Year 4 had their roman day and the Year 6 residential was a big success.		
8.25.26	Safeguarding: MS discussed with the governors Safeguarding (full report on Drive) The below have been the focus for the start of term • Training / key documents (Staff / Governor training) • New safeguarding and wellbeing cycle completed. • Safeguarding policy complete in folder to ratify • 'Withycombe Way' and 'Handbook' updated and shared with staff • Behaviour - ensuring understanding of both 'warm' and 'strict' expectations • OPAL Play – early days but children have more to do and are engaged in wider opportunities (1/5 of school day). Developing: cognitive, social / emotional and physical skills (fundamental needs). Early days but impact on behaviour • Managing OPAL: SLT / OPAL Team, inset training, assemblies and other communication, dynamic risk assessment, building and rotation. • PIPs / first aid training. • Safeguarding trends: impact of high-profile cases in the school. MS then discussed the CPOMs report with the Governors – full report on Drive. All Governors were reminded to complete the Level 2 Safeguarding training.		
9.25.26	SDP All Governors Reminded to book monitoring visits for the Autumn term.		

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10.25.26	Policies Safeguarding – Ratified EJ to send to Sarah Smart First Aid Policy– Ratified EJ to send to Sarah Smart Intimate Care Policy– Ratified EJ to send to Sarah Smart Medical Conditions Policy – Ratified EJ to send to Sarah Smart Positive handling Policy– Ratified EJ to send to Sarah Smart Administering Medicines in school Ratified EJ to send to Sarah Smart Emotional Health and wellbeing policy - Ratified EJ to send to Sarah Smart RSHE Policy – Ratified EJ to send to Sarah Smart	Decision Decision Decision Decision Decision Decision Decision Decision	All All All All All All All All
11.25.26	Term Dates The Governors Discussed term dates for 2026-2027. EJ to send out proposed term dates to staff and then go with the majority vote.	Action	EJ
12.25.26	Christian Distinctiveness and SIAMS EJ – Reverend Judy has now joined the school for Collective worship. EJ reminded the Governors of the days and timings of collective worship.		
13.25.26	Chairs Business None		
14.25.26	Date and time of next meeting FGB 9 th December 2025 at 7pm		

Summary of Action Points

1.
2.