



Full Governing Body Meeting Minutes

Held at Marshgate Primary School
on **Wednesday 7 January 2026, 6.30-8.30pm**

Governor Category	Name	Additional Information	End of Term
Head Teacher	Laura Brooks (LB)	Interim Head Teacher	Ex-officio
Co-opted	Ryan Buckingham (RB)	Chair of Governors	31.08.2026
	John-Paul Gentry (JP)		29.09.2028
	Adam Hammond (AH)		09.01.2028
	Lucinda Holmes (LH)	Vice-Chair of Governors	12.06.2027
	Herschel Pant (HP)		05.01.2029
	Alex Willoughby (AW)		28.11.2027
Local Authority	Jonathan Hurn (JH)		12.06.2027
Staff	Ben Harrison (BH)		16.10.2029
Parent	Nicole Dodsworth (ND)		31.08.2026
	Rebecca Mathews (RM)		31.08.2026
Associate Members:	Andrea Fryer (AF)		23.01.2027
	Sam Jeffrey (SJ)		31.08.2029
Others	Beth Hemphill (Clerk)	Interim Clerk to Governors	

Item	Discussion
1a	Welcome & Declarations of Interest and Apologies for absence.
2a	Minutes of previous Meeting for accuracy <i>Governors AGREED that the minutes were a TRUE and ACCURATE record of the discussion.</i> <i>The Chair digitally signed the agreed minutes on Governorhub after the meeting.</i>
2b	Matters arising from the minutes of Previous Meeting Actions from the previous meeting were all completed or covered under other agenda items, except for the following: Governors were reminded to complete their Declarations of Interest, KCSIE confirmation and Governors' Code of Conduct confirmation on GovernorHub.

2c	ACTION: Governors to complete their Declarations of Interest, KCSIE confirmation and Governors' Code of Conduct confirmation on GovernorHub (All Governors) Governors were informed that the in-house breakfast club would be added as an agenda item to the next Resources meeting in the Spring Term. ACTION: Add in-house breakfast club to Spring Term Resources Meeting agenda (AH) Governors were reminded to complete the Governor effectiveness survey on GovernorHub. It was explained that the results of the survey would inform succession planning by highlighting specific areas of knowledge and expertise of the governing body. ACTION: All governors to complete Governor effectiveness survey on GovernorHub (All Governors) Governors were informed that due to a change in membership of the governing body, committee membership and link governor roles would be agreed at the next FGB meeting. ACTION: Discuss and agree committee membership and link governor roles at the next FGB meeting (RB) Review of how governors' actions had impacted the outcomes of pupils There was a discussion about the impact of governors' actions on the outcomes of pupils. It was agreed that the change of model of committee meetings had a positive impact, with governors attending learning walks following the meetings. It was also highlighted that governors' classroom visits and attendance at assemblies and other school events positively impacted pupils and was one of the most rewarding parts of governance.
3	Governance
3a	Chair's update to Governors The Chair presented a verbal update to governors. He confirmed that the HT remained absent due to ill health. The Chair THANKED LB and JP for their support and hard work in the HT's absence.
3b	Full Governing Body Numbers The Chair confirmed that there were currently 3 vacancies on the governing body as well as 3 governors whose term of office would end at the end of the academic year. There was a discussion about succession planning and it was agreed to advertise the current vacancies and signpost specific skills that would be an advantageous addition to the governing body. It was commented that an applicant with knowledge of contracts and contracting would be useful. ACTION: Advertise current governor vacancies and signpost specific skills required (RB)
4	School Development
4a	Interim Headteacher's Spring Term Report

The Interim Headteacher's Spring Term Report had been circulated ahead of the meeting and governors had reviewed the report. The IHT gave an overview of the report including:

School Context

The IHT highlighted that there were more numbers on roll than at the beginning of the school year. It was confirmed that currently there were 28 places across all year groups.

Governors were informed that there had been a lot of interest in school tours, with 15 families attending a tour that had been held earlier that day. It was explained that the tours were successful, in part because families were aware of the low birth rate and subsequent problems that were being experienced by some schools, which were not being experienced at Marshgate. The strong Ofsted inspection in Summer 2025 and the strong website that was continually updated were also positive influences.

It was explained that the application deadline for Reception 2026 was the following week, with in-borough applications shared mid-February, out of borough applications shared a few weeks later and final numbers of places offered confirmed in April 2026. Governors were informed that, due to the low birth-rates, it was unlikely that all Reception places would be filled.

Q: Does the school undertake external marketing?

The IHT reported that there was currently no social media presence. It was explained that social media marketing was time-consuming and would require governor support. The IHT informed governors that as there were many in-year admissions, pupil numbers were increasing. Consideration for social media marketing could be reconsidered in September when 2026-27 pupil numbers had been finalised. There was a discussion about information that could be shared on social media, including Friday assembly information and key school and sporting events.

Governors discussed various ways to promote the school, including producing an advert which could be sent out as a flyer, putting up banners on the railings outside the school, school presence at local events such as The May Fair and promoting the school's academic success such as strong outcomes and the school's listing in The Times list of top 1000 schools.

SDP

The HT informed governors that the SDP had been rag-rated and that there were a number of green actions that had been completed, such as classrooms and amber actions that were being progressed and were ongoing. There were 2 red actions, both of which were longer and more detailed pieces of work (wraparound care and the library).

JH advised governors that there may be some grants available for the library and agreed research available grants.

ACTION: Research grants that may be available for the library refurbishment (JH)

Monitoring and CPD

Governors were informed that there had been a learning walk with a SEN advisor, which had informed staff CPD. There had been work on adaptive teaching in the classroom and the upskilling of support staff so they were confident to step in with children who needed support in the moment.

It was reported that there was a teacher who was very invested in reading and was attending a reading for pleasure training course. It was explained that International Week, commencing 2 February, would be linked to reading and story telling and governors were invited to attend and read a story to children that had an international focus. There would also be an international food market on the Friday.

ACTION: Governors to confirm attendance during International Week, 2-6 February 2026 (all governors)

Behaviour and Attitudes

The IHT reported that behaviour and attitude was linked to the upskilling of staff to manage adaptive practice. Governors were informed of the successful introduction of a lunchtime provision where children who found lunchtime challenging and dysregulating were invited to a quiet space. This had helped reduce pupil dysregulation and subsequent behaviour problems. It was reported that the behaviour lead from Hollyfield Secondary School would be attending for a learning walk.

The IHT stated that behaviour at the school was good but there were some pupils for whom the behaviour policy needed to be adapted because not all children were able to follow the same routines.

Q: Are these typically children who have EHCPs?

It was confirmed that these were often pupils who had other unmet needs, such as undiagnosed ADHD.

Attendance

Governors were informed that attendance was very good across the school and that PA was below national. It was reported that a number of the international families at the school had not yet returned from the Christmas break, due to travelling abroad. These absences would not be authorised.

Q: The PA is over 10%, this seems quite high

It was explained that a higher figure was due to it still being relatively early on in the school year. PA would reduce throughout the year, as the number of school days increased. It was confirmed that national PA was 13%

Personal Development

There had been many community events including the Christmas Fair, a meeting with class reps and additional end of day sales organised by the PTA.

Leadership and management

	Governors were updated on staffing and staff wellbeing. It was confirmed that all teachers and TA staff had been appraised with targets linked to the SDP. The admin team appraisals were currently on hold. The curriculum highlights included Black History Month, 'Talk Pants' which was an NSPCC initiative about children keeping themselves safe, an anti-bullying week, subject leaders having release time worked into the timetables and an upcoming cross-school science project. Family Communication Governors were informed of a fortnightly newsletter, a parent and carers evening and a now established staff presence in the playground each morning. Safeguarding Governors were updated on pupil safeguarding. There were 56 children on the vulnerable child list, which included SEN pupils, EHCP pupils and pupils that were being monitored for other reasons, with an example given of concerns about friendships. Governors were informed that there was a weekly safeguarding meeting when the monitoring list was reviewed. Circumstances around SPA referrals and social worker support were discussed and it was explained that social care and social workers were put in place to support families.
5	Committee Spring Term Updates
5a	Resources Committee Governors were presented with a verbal update on the Resources committee meeting. It was explained that going forwards a learning walk would follow each committee meeting. It was reported that the school bursar had attended the last committee meeting which had been informative and it had been agreed that the bursar would attend future meetings. There was an update on wrap around care provision, which was on the SDP. Governors were informed that a robust document would be drafted which would take into account the contract with Bright Horizons. Governors were updated on the IT project. It was explained that there had been some initial teething problems, but that it had now been successfully rolled out to staff and admin. The next stage would be purchase of new equipment that would require fund-raising. Governors were informed that there would be some negotiation on the invoice to reflect what had been delivered versus contract. Timings of the forthcoming Resources Committee meetings were discussed and it was noted that the meeting dates would need to change to account for the SFVS deadline and AfC Budget deadline. ACTION: Confirm Resources Committee meeting dates to account for SFVS and AfC Budget deadlines (LB)

5b	Governors were informed that a meeting would take place to discuss the outstanding action points following the Audit. It was reported that the Auditors had confirmed that 2 of the priority actions had been completed. It was confirmed that the Special Leave Policy had been reviewed and approved by the Committee. Curriculum and Progress Committee The Committee Chair presented a verbal update to governors on the Curriculum and Progress Committee. Governors were informed that the meetings were now held on a Wednesday morning to enable a learning walk following a presentation from a curriculum lead. There had been an informative presentation from the Maths Lead who outlined the journey of the maths curriculum from EY to KS2. Topics that were covered included: CPD that had been undertaken, White Rose programme and the key priority to adapt maths learning in different lessons. The learning walk followed the presentation and included visits to Y3, Y4 and Y6. The Committee had seen evidence of lots of purposeful circulation in classrooms, cold calling of pupils and call and response, as well as a lot of high frequency questioning and a real emphasis on a positive learning environment. Teachers were seen supporting small groups and there were some students receiving 1 to 1 support. The high quality of the maths displays was commented on and maths was evidenced in other classes, such as using maths ratios in recipes. It was reported that there would be focus on how adaptive practice was being used to help SEN students and governors were informed that a SEN advisor had completed a learning walk and provided CPD to staff. The subject focus for Spring term was confirmed to be History and Geography.
5c	Children, Families and Community Committee The Committee Chair presented a verbal update to governors on the Children, Families and Community Committee. Governors were informed that ToRs had been updated and a plan for the year had been reviewed: student voice had been considered and there would be a safeguarding audit in the Spring term and a Health & Safety audit in the Summer Term. It was reported that an effective filtering and monitoring system was now being used, which was the LGFL approved system. An anonymised sample had been reviewed from CPOMs. An overview of the new invacuation system was explained to governors: the little green button system consisted of an overlay on computer screens, which could be double clicked to raise an alert. The alert would be sent to select computers (mainly SLT) who would

	respond accordingly. The system could trigger a lockdown and overlay all computers with a siren and message if necessary. It was reported to be a much better system than the previous one used by the school. Governors were informed that the system had been successfully tested for functionality without children present and once the procedures were written and staff trained there would be a full drill with all pupils. Q: What are the legal requirements for a drill? It was confirmed that a drill must be held once a year.
6	AOB:
	There was no further business discussed by governors.
7	Dates of Governance Meetings
	Spring Term Meetings: Governors noted the Spring Term meetings: Curriculum and Progress, 28 January 2026 Children, Families and Community Committee 6 March 2026 Resources Committee, 17 March 2026
8	The Chair of Governors THANKED governors for their attendance and the meeting closed at 8.00pm

Papers circulated with meeting Agenda	
Minutes of last Meeting Matters arising from last Meeting	IHT Spring Term Report to FGB

The Committee AGREED these minutes were a TRUE and ACCURATE record of their discussion at the next meeting in the Spring Term

Summary of Actions from Meeting held 7 January 2026

Item	Action	Responsible	Timescale
2b	Governors to complete their Declarations of Interest, KCSIE confirmation and Governors' Code of Conduct confirmation on GovernorHub	All governors	ASAP
2b	Add in-house breakfast club to Spring Term Resources Meeting agenda	AH	17/03/26

2b	All governors to complete Governor effectiveness survey on GovernorHub	All governors	ASAP
2b	Discuss and agree committee membership and link governor roles at the next FGB meeting	RB	Next FGB Meeting
3b	Advertise current governor vacancies and signpost specific skills required	RB	ASAP
4a	Research grants that may be available for the library refurbishment	JH	ASAP
4a	Governors to confirm attendance during International Week, 2-6 February 2026	All governors	ASAP
5a	Confirm Resources Committee meeting dates to account for SFVS and AfC Budget deadlines	LB	ASAP