

# Meadow Primary School and Wimbish Primary Academy Joint Governing Board Meeting Minutes



15 May 2025 at 6pm  
Held in person at The Meadow Primary school

**Governors Present:** Neil Birkett (NBi), Liam Brennan (LB), Carrie Carter (CC), Tom Littler (TL), Keith McKinley (KM), Nichola Pickford, (NP Executive Headteacher), Alison Weir (AW)

**Others Present:** Jake Allen (JA - observing), Heather Lander (HL Governance Professional), Nicky Butcher, (NBu Deputy Headteacher)

	ITEM	ACTION
1.	<b>Introductions and apologies</b>	
	<p>Jake Allen (JA) from Carver Barracks was attending the LGB meeting as an observer. JA will replace TL (also from Carver Barracks) who is stepping down from the LGB with effect from 15/05/2025. Introductions were made to JA.</p> <p>Apologies were received and accepted from Chris Griffin (CG).</p> <p>NBi also confirmed to the LGB that an email had been received from Nadeem Razvi (NR) confirming their decision to step down from the LGB with effect from 12/05/2025.</p> <p>The appropriate action regarding central records will be dealt with.</p> <p><b>Action: central governance records to be updated.</b></p>	HL
2.	<b>Declarations of Interest in relation to items on the agenda</b>	
	There were no declarations relating to the agenda.	
3.	<b>Minutes of the last meeting on the 17/03/2025 and matters arising</b>	
	<p>The minutes of the meeting on 17/03/2025 were approved.</p> <p>A comment was raised regarding a paper copy of the approved minutes to be held in the school. HL said they did not think paper copies were still required and was asked to confirm what the position was.</p> <p>Since the meeting HL has received confirmation that paper copies of approved minutes are not required to be held in school. An electronic copy should be uploaded to the school website.</p> <p><b>Action: HL to organise approved copies of the minutes for the 2024/2025 academic year for the website.</b></p> <p>Matters arising:-</p> <p>The Co-Chair appointment approval forms were submitted to the Trust Board. The appointment of CG and NBi as Co-chairs was approved.</p> <p>The central governance records have been updated to record the resignation of Dillon Mistry from the LGB.</p>	HL

	<p>From the minutes of the meeting on 27/11/2024, item 5.2: link governors were to agree dates for outstanding monitoring visits. All monitoring visits have been arranged/completed.</p> <p>From the minutes of the meeting on 06/02/2025, item 8.2 Governor Monitoring - An Emotional &amp; Literacy Support Assistant (ELSA) was in post at Meadow, managing a case load of 4 – 6 pupils at any one time. It had been agreed that Lizzie Beecroft-Sullivan (LBS) would provide some additional information about this post at a future meeting. This will be considered at a later time. <b>Action: to be considered at a later time.</b></p> <p>Governor monitoring visits for the Eco Club impact and School Council impact to be planned. <b>Action: Governor meetings to be planned as appropriate.</b></p> <p>NP has reviewed items RAG rated amber on the SDP for Meadow.</p> <p>The safeguarding written report for the link governor visit on 17/03/2025 was provided by LB to follow up the verbal report given at the LGB meeting. Following the resignation of NR, LB asked who the replacement governor for safeguarding with him would be, particularly as there was a safeguarding link governor meeting scheduled for 16/05/2025. NP proposed that instead of having two safeguarding link governors, they trial LB being the safeguarding governor covering both schools. <b>Action: LB to trial being the only safeguarding link governor.</b></p> <p>NP confirmed that Trust wide safeguarding data could possibly be shared with the LGB but confirmation was being waited for. Later in the meeting NP confirmed that confirmation had been received and the safeguarding data will be shared with the LGB for the next meeting. <b>Action: Safeguarding data/stats to be shared with the LGB.</b></p> <p>The Co-Chairs completed and submitted the LGB report to the Trust Board by 25 April.</p> <p>The previously completed skills audit is being reviewed. <b>Action: consider any action required from the skills audit results.</b></p> <p>The LGB were asked to consider suitable communications that could be sent to the parents of both schools to raise the profile of the LGB. The LGB were also asked to consider having a presence at events/SATS to help raise their profile. LB had visited Meadow primary during SATS week and congratulated NBu and the staff. LB was very impressed with the organisation. <b>Action: This is an ongoing action for the LGB to consider options for communications to the parents and to arrange to have a presence at school events.</b></p> <p>The link governor report for PSHE was not available for the LGB meeting on 15 May 2025. It will be available for the next meeting on 7 July 2025. <b>Action: Link governor report for PSHE to be provided prior to LGB meeting on 7 July 2025.</b></p>	<p>NP</p> <p>NP/ Governors</p> <p>LB</p> <p>NP</p> <p>Co- chairs/HL</p> <p>LGB</p> <p>CC</p>
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<b>4.</b>	<b>Vision, Values and Strategic Objective</b>	
	<p>NP gave a brief update of the SDP since the last LGB meeting. They are currently working on RAG rating and evaluating the plan and as it was reviewed 5 weeks earlier there was not a need.</p> <p>Staff at Meadow have been trained on OPAL (Outdoor Play And Learning) to put into action, particularly for lunchtimes.</p> <p>Meadow school is noticing big changes already. The children are really enjoying the skills sports and also have access to art and craft, water play and reading. The approach is enabling the children to mix and there has been a real reduction in levels of certain behaviours.</p> <p>NP advised the LGB that there was an audit with the lady from OPAL coming up.</p> <p>NP confirmed they are benefitting from the approach in Meadow Primary and learning from that to put into practice ideas in Wimbish Primary.</p> <p>A governor asked if the activities take place over the whole school? NP confirmed yes.</p> <p>A governor asked if there had been any feedback from the children? NBu confirmed informal feedback was good and positive.</p> <p>There will be baselines established for children, parents and staff to enable more formal monitoring of how OPAL is having an impact.</p> <p>NP confirmed they had met with James Woodcock (JW) and Rachael Johnston (RJ) from Anglian Learning who were pleased with the plans for Meadow and Wimbish.</p> <p>The SLT will have an away day on 18 June to complete the final RAG rating. There will be a breakdown of everything from the plan in July.</p> <p>2025/2026 is not yet on the plan but will be done at both schools.</p> <p>A discussion then took place around recent school trips.</p>	
<b>5.</b>	<b>Curriculum</b>	
	<p>NP had provided the LGB in advance of the meeting with detailed tracking data together with a summary per year group for both Meadow and Wimbish for Spring 2025.</p> <p>A governor asked what a 100% attainment figure shown on one of the Yr 1 schedules of data was? NP gave a detailed explanation to the LGB.</p> <p>A governor asked how the data for year 6 compared to the national average? NP explained that there was no national average for year 6 at this time, it would be available when the SATs results were available in July.</p> <p>A governor asked how the data was compared? NP confirmed that previous year information was used but the pass mark is not known until the tests have been done.</p> <p>A governor asked how do the LGB compare the data? NP confirmed that previous data reports provided to the LGB could be compared to the Spring data that had now been made available.</p> <p>A governor asked if there was some way to be able to compare the data on a rolling basis in one document?</p>	

	<p>NP suggested that the LGB consider having a governor/governors who become the data link governors to look at the data in detail and provide a headline report to the LGB on a regular basis.</p> <p>A governor asked if there was a chart to see? NP confirmed that there was not.</p> <p>NP confirmed that teacher assessments were also taken into account when producing the data figures. NP advised the LGB that there is no progress data measures in primary schools any longer. There are standardised tests that take place in Autumn and Summer terms. As a school we use FFT to track our data. Each term teachers assess the children using a combination of standardised tests and teacher assessment. Then there are pupil progress meetings held where SLT meet with teachers and they talk about every child, using their knowledge to look at what we might need to put in place. NP goes into more detail of the data and tracking with Rachael Johnston of the Trust.</p> <p>A governor asked how the LGB can visually see the data? NP confirmed that all of the information was available to see in the detailed pupil group reports provided prior to the LGB meeting.</p> <p>A discussion took place with governors saying that they would need to know more information rather than just information in each year group to be able to track the data.</p> <p>NP was happy to look at other ways to present the data but wanted to ensure that the governors would read any alternative reports prepared. They would be time consuming and timescales for having data available can be very tight. The Trust are also keen to stop the schools producing a specific report for LGBs that they would not otherwise use. The idea is that NP will share the highlights of the data and raise any concerns she has about specific year groups. Likewise, Governors can look at the reports for each year group and ask specific questions that NP will then answer.</p> <p>NP suggested that as previously mentioned, an alternative would be to have a dedicated governor/governors to be a data link governor. They can look at the data in detail with NP and produce a summary report for the rest of the LGB in a format that the governors determine will provide them with the information that they need.</p> <p>Nuances on the data would need to be considered.</p> <p>NP confirmed that progress in STEPS went about 4 or 5 years ago. The various years have been joining other schools for writing moderation sessions. Standard data is not available. Governors asked about national comparisons to other year groups. NP said there was no longer an easy way to compare a non-statutory year group to those in the same year group nationally. The school does use GL standardised tests to support with assessment.</p> <p>A governor asked what happens following moderation?</p>	
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	<p>NP confirmed that teachers are focussed, particularly where writing is concerned and having moderation from staff from other schools ensures consistency.</p> <p>A governor asked what happens around pupil progress in the data figures? NP provided detailed actions that take place around progress and interventions. Pupil progress meetings have Lizzie Beecroft-Sullivan as SENCO in attendance.</p> <p>A governor asked if it was possible to share anonymised pupil progress sheets for the LGB to see? NP confirmed that they did not mind a governor joining a pupil progress meeting to observe, as we have previously done. <b>Action: LGB to consider a governor attending a pupil progress meeting.</b></p> <p>NP confirmed it was also important to have progress meetings for other children coming in to the schools. It was an opportunity to collate information to include on pupil passports.</p> <p>A governor asked what happens about higher achievement children? NP confirmed that Teaching Assistants (TAs) and teachers in school were there to help all children. TAs run groups for children doing really well to support them.</p> <p>There are no gifted and talented registers anymore. Pupil progress meetings challenge teachers as to what can they offer higher achievement children. NP confirmed every child is considered.</p> <p>A governor asked if there is not a national average for progress data how do governors know what progress is based on? NP confirmed it is based on the GL assessments, teacher assessment against the key performance indicators for the subjects and the national frameworks for maths and english.</p> <p>NP confirmed that data for each child is provided to the Trust in Autumn. NP spends time looking at each child although it is hard to set targets when children have only just joined the school. The pupil progress meeting is very important.</p> <p>NP confirmed that the LGB have had several conversations in meetings about children coming in to school with complex needs. There is a vast range between the children in both schools. NP is having to consider how to structure classes for next year where the complex needs have an effect.</p> <p>A governor asked which are the year groups with concerns? NP confirmed Yr 3 at Meadow going to Yr 4 and Yr 4 at Meadow going to Yr 5. NP provided the detail from the data reports to support this. NP also confirmed Yr 1 at Wimbish as there are various categories of need plus extra children in the year who have very recently joined the school.</p> <p>NP confirmed they were happy to do any form of meeting around data, unpicking data and any form of training sessions to help the LGB.</p>	<p><b>LGB</b></p>
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	<p>NP clarified that Ofsted will only access statutory data. They are not able to look at any internal data and there are no progress measures anymore. It is hard to capture the data in a report.</p> <p>A governor asked when the next data is coming out? NP confirmed just before the end of the summer term. It will come out in July but is pulled together ready for the Autumn term. NP suggested it would be good to meet with a couple of governors at that time to discuss in detail and enable the governors to compile a headline report for the first LGB meeting of the 2025/26 academic year. The data link governors could carry out a visit three times a year with NP at the end of each term. The LGB could send the link governors with specific questions to be addressed for a report back at the next LGB meeting. The LGB can be given headline information knowing that the data link governors are looking at the data in detail. <b>Action: LGB to consider who can become data link governors.</b></p> <p>A link governor report for subject leadership focusing on Maths was provided to the LGB. NBI and KM had attended. KM gave a brief overview of the visit.</p> <p>NP asked for all link governor reports to be drafted and provided to the member of staff involved with the visit within 2 weeks to approve the content. Link governors should chase for comments on the draft report if nothing is heard within a reasonable time and to copy NP in at that time. No link governor report should be presented to the LGB without the approval of the staff member involved/NP. <b>Action: all governors involved with link visits must send their draft report to the member of staff within 2 weeks for approval prior to presenting to the LGB. It is the responsibility of the link governor to chase if they have no response.</b></p>	<p><b>LGB</b></p> <p><b>Link governors</b></p>
<b>6.</b>	<b>People &amp; Leadership</b>	
	<p>NP referred the LGB to a report from James Woodcock from the AL Trust that had been uploaded prior to the meeting. The report focussed on professional learning as a whole school. All subject leaders receive 1:1 coaching every half term. TAs also receive coaching and other support is available.</p> <p>Prior to the meeting a governor had asked if there was a framework of scope and volume of CPD that staff must complete on an annual basis? NP confirmed that staff have set hours of teaching time which can also include staff meetings every week and inbuilt time for CPD. TAs have focussed training every fortnight. Closure meetings take place 4 to 6 weeks later. The office staff also have specific training.</p> <p>A governor asked prior to the meeting how is the CPD recorded and is it reviewed at appraisal? NP confirmed staff have a target based around their subject, a target of effective use of TAs plus a personal target. Some staff could have a fourth target around training. It is reviewed at regular intervals.</p> <p>A governor asked if the schools have a budget for CPD? NP confirmed they will make CPD work with the funds available.</p> <p>A governor asked if there was designated time for staff with NPQs or NPQLTs?</p>	

	NP confirmed those staff members are released to attend any necessary training for their qualifications. Staff can be balanced between both schools to cover.	
<b>7.</b>	<b>Risk</b>	
	<p>NP confirmed that there had been no change to risk since the LGB meeting on 6 February 2025 when the matter had been discussed. Finance will continue to be a large red risk. Costs have been stripped back in order to balance the budget.</p> <p>A governor asked if the sources of funding would be recurring? NP confirmed it is not known. They are trying everything possible to access funds for the schools. The budget for Wimbish is utilised beyond funds available. Meadow looks better if funds continue to come in to the school. Costs across the schools have gone up and may impact the availability of future trips.</p> <p>A governor asked whether the growth in the school during the year gave access to further funds? NP confirmed options had been considered but funding is lag funded, and there is no growth funding for additional pupils who join mid-year anymore.</p> <p>A governor asked if Wimbish is still a red rating? NP confirmed that it was.</p> <p>NP explained that Wimbish are building their community involvement and have introduced chair boogie on a Tuesday afternoon. There were initially 6 people, and this is increasing in numbers. After the May half term, the children will serve refreshments to the participants when they have finished each session.</p> <p>A governor asked if anything more can be done to access funding? NP confirmed there is no funding available, and they continue to look for all alternative funding options through bid writing. SEND services offered by Cambridgeshire have been published but, with the long waiting lists for EHCP plans to be processed the funds are not available to access the services. It is a similar situation in Essex. NP confirmed the use of legal letters to help with the EHCP position for Cambridgeshire. A similar process will be tried for Essex.</p>	
<b>8.</b>	<b>AOB</b>	
	<p>AW mentioned that they would be stepping down but happy to stay on for a short while if needed. <b>Action: NP and Co-chairs to consider the planning for this.</b></p> <p>NP confirmed the next LGB meeting on 7 July 2025 will be held on Teams to fit in with other school commitments that day. A link for the Teams meeting will be sent out nearer the time. <b>Action: HL to send out Teams link for the meeting.</b></p> <p>Safeguarding data/stats will be presented at the next LGB meeting.</p> <p>NP thanked TL for his contribution to the LGB and his support at Wimbish Primary and gave them a card.</p> <p>The meeting ended at 19:48.</p>	<p><b>NP/Co-chairs</b></p> <p><b>HL</b></p>

<b>9.</b>	<b>Date of the next meeting</b>	
	07/07/2025, 6pm virtually via Teams	
<b>10.</b>	<b>Items for the next meeting</b>	
	<ul style="list-style-type: none"> <li>• Vision, values and strategic objectives - Progress towards Strategic Plan.</li> <li>• Curriculum - Broader experiences, trips etc, other celebrations and priorities.</li> <li>• Safeguarding - MyConcern trends; Annual Safeguarding Monitoring Report; Link governor report, Data/stats.</li> <li>• Inclusion - Attendance and suspension data; Inclusion data; SEND Annual Report; Link governor report</li> <li>• People &amp; Leadership - Staff leavers/absence data; Complaints &amp; Whistleblowing reporting</li> <li>• Governance and Central Team matters - Feedback from AGF, academy improvement work, strategic groups &amp; improvement networks; LGB Self Evaluation activity: reflection upon the year.</li> </ul>	

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<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
1	Update central records for resignation of TL and NR as governors.		HL
3	Organise approved copies of minutes for the school websites.		HL
3	Consider information of ELISA role to be provided to LGB.		NP
3	Consider link governor visits for Eco club and School council impact.		NP/Governors
3	Trial having a single safeguarding link governor		LB
3	Safeguarding data/stats to be provided for 07/07/2025 LGB meeting.		NP
3	Consideration of any action required from skills audit.		CG/NBi/HL
3	Consider suitable communications to parents to raise the LGB profile and attendance at events.		LGB
3	PSHE Link Governor report for meeting on 07/07/2025.		CC
5	Consider a governor to attend a pupil progress meeting to observe.		LGB
5	Consider governors to become data link governors.		LGB
5	Link governors to ensure any visit reports are approved by the staff member involved prior to distribution to the LGB.		Link governors
8	NP/Co-chairs to consider governor replacement/recruitment.		NP/Co-chairs
8	Send out link for next LGB meeting on 07/07/2025 on Teams.		HL