

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



7 July 2025 at 6pm
Held virtually on Teams

Governors Present: Jake Allen (JA), Neil Birkett (NBi), Liam Brennan (LB), Carrie Carter (CC), Keith McKinley (KM), Nichola Pickford, (NP Executive Headteacher), Alison Weir (AW)

Others Present: Anne Hopkins (AH - observing), Heather Lander (HL Governance Professional), Nicky Butcher, (NBu Deputy Headteacher)

ITEM	ACTION
1. Introductions and apologies The LGB introduced themselves to AH who was observing the meeting as a prospective new Governor. There were no apologies. NBi confirmed that AW and LB had confirmed they would be stepping down from the LGB with effect from the end of the academic year. NBi thanked both for their hard work and contribution to the LGB. Action: update Governance records for the resignations.	HL
2. Declarations of Interest in relation to items on the agenda There were no declarations relating to the agenda.	
3. Minutes of the last meeting on the 15/05/2025 and matters arising The minutes of the meeting on 15/05/2025 were approved. Matters arising:- HL confirmed that the central records had been updated for changes to Governors confirmed at the last LGB meeting. Copies of approved minutes for LGB meetings to be uploaded to school websites. Action: HL to organise approved copies of the minutes for the 2024/2025 academic year for the website. Due to the changes to the LGB since the last skills audit had been completed, this will be revisited in the new academic year. Action: revisit skills audit in 2025/26. An update on school events attended by Governors and communications with parents was provided. CG had attended sports day at Meadow and had had opportunities to talk with parents. CG confirmed it was a very positive experience. CG had also been involved with the summer fair which was another opportunity to have a Governor presence at school events. KM and NBi confirmed they had been at both events but in a parent capacity but agreed it was a good opportunity for interaction with other parents attending. CG suggested that Governors attending events could take the opportunity to wear their Governor lanyards. Any Governor who does not have a Governor lanyard can pick one up from the schools. Some of the Governor photo cards are not yet ready but Governors can still wear a lanyard.	HL NBi/CG

Approved at the LGB meeting on 23 September 2025

	<p>JA had attended (and been actively involved) in the sports day at Wimbish. This was also a positive experience. NBi had also attended events in a parent capacity but agreed wearing the Governor lanyard going forward would be a good thing. Parents/carers are able to see who the Governors are.</p> <p>NP clarified to Governors who were considering coming forwards as the link Data Governor to attend pupil progress meetings that they take place during the school day or after school. Due to the nature of the discussions in these meetings, NP would choose very carefully which meeting a Governor attended, particularly if a parent Governor comes forward. NP confirmed that they are happy for a Governor to attend, as this used to happen in the past, but these are confidential meetings and would be very strictly managed.</p> <p>A Governor asked what time of day the meetings usually took place? NP confirmed it varied as they were based on the timetable and would coincide with data drops. Consideration also had to be given to the staff attending the meetings and the SENCo.</p> <p>NP suggested that Governors consider having a session in the Autumn term on understanding data and what is done in the schools to bring them up to speed and provide familiarity. Individual Governors can then make an informed decision on whether they would like to be involved further as a link Data Governor or whether the session is sufficient to understand future data that will be presented. NP confirmed there are various options that can be explored at the session to determine what information the Governors would like to see.</p> <p>AH asked for clarification around how often the pupil progress meetings take place? NP confirmed it was per year group, per school, per term.</p> <p>It was agreed that a session would be included in the first LGB meeting of 2025/26.</p> <p>Action: include a data session in the first LGB meeting of 2025/26.</p> <p>NBi provided an update on Governor Recruitment. AH was just observing at this meeting, and JA is in the process of being onboarded.</p> <p>A Governor asked about new Governors with AW and LB stepping down and how many would we be looking for? HL confirmed that the LGB should be a minimum of 8 Governors (Headteacher, 2 parent Governors and the remaining as Trust appointed Governors (there is no staff Governor for this LGB)). Ideally it would be good to try and appoint more than 2 new Governors to replace AW and LB and preferably not parents with children at the schools. Governors were asked to consider if they knew people who would be interested in joining the LGB to let NBi/CG know.</p> <p>Action: consider new recruits to the LGB.</p>	NP
4.	<p>Vision, Values and Strategic Objective</p> <p>NBi thanked the LGB for sending in questions before the meeting. The timing for questions for future meetings will be reconsidered to allow NP sufficient time to be able to address these, ideally before each LGB meeting. Also, as a reminder to Governors that their focus and questions should be strategic and not operational.</p>	LGB

<p>HL confirmed that a link to the Scheme of Delegation and the LGB Governance handbook for Governors would be circulated after the meeting. Both documents had been uploaded to the Teams folder which would allow Governors to read them and to remind themselves of their role. The latest version of the documents would always be available in Teams for the Governors.</p> <p>Discussion took place around the volume of questions that had been submitted prior to the meeting at short notice and that a lot of those were operational in nature. NP suggested that having a live spreadsheet uploaded to Teams with the other documents prior to each LGB meeting which Governors could populate with their questions might be a way forwards to try. The question document can be aligned to the agenda and Governors are able to see questions already raised that are similar to their own.</p> <p>NP can add her responses to the questions before each meeting and the questions and answers can be incorporated into the minutes of the meeting. It was also noted that there were questions raised that had been covered in previous meetings. Governors have access to all of the documents in Teams from past meetings, including the minutes to refresh themselves prior to each LGB meeting.</p> <p>Action: add a live spreadsheet for questions as part of the documents for each LGB meeting.</p> <p>The SDPs for Meadow and Wimbish had been uploaded to Teams for Governors to see the updated RAG rating at June 2025. Most areas were green. The few areas that were amber in June 2025 had explanations for the Governors to see.</p> <p>Initial priorities for 2025/26 were shared with the Governors.</p> <p>NBi asked some of the questions raised prior to the meeting about the SDP documents.</p> <ul style="list-style-type: none"> • How would we build provision for SEND parental workshops? NP confirmed this was more for next year's plan after the new SENCo had started and would require their input. • The priorities included on the plan for 2025/26 had been shared as a draft, but should we come back to questions about that next year? NP confirmed these had been shared with Governors as the top priorities towards the 3-year plan but this was still being written with NBu. NP would also be meeting with Rachel Johnston to discuss the 2025/26 plan in more detail, but the granularity of some areas had not yet been finalised. Priorities for some of the areas would require input from the new SENCo and questions around actions the SENCo has taken/will take are considered operational which NP will oversee in her role as Headteacher. <p>NP asked if Governors had any questions about the SDP for 2024/25 which had now been RAG rated to June 2025. The last update to the SDP had been in February 2025.</p> <p>A Governor asked about the Times Table section in the Meadow SDP that was all amber as not fully established. Did this have an impact on the children sitting assessments in Year 4 and what have you put in place to ensure this is green in future years?</p> <p>NP confirmed that it had been RAG rated as amber as some staff had approached this in a slightly different way. Multiplication results were good,</p>	<p>HL/NBi/CG</p>
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	<p>and Times Tables is a daily piece of work in school which will ensure the rating will change.</p> <p>NP also referred to a question previously asked by a Governor about the Wimbish Times Tables and why the red RAG rating in November 2024 had not been changed to a green rating? NP clarified that it is important to see the ratings and the progress/journey made throughout the year to improve the rating and for that reason, would not go back to change a prior rating.</p>	
5.	<p>Curriculum</p> <p>The Headteacher report covered broader experiences, trips and other celebrations across both schools.</p> <p>NBi referred to questions raised by Governors prior to the meeting, particularly about the worry box, how it had been received by the children and how effective was it identifying where support was needed?</p> <p>NP confirmed the worry boxes had only been in place just over half a term, having been launched as part of a project in assemblies. They are only at Meadow currently but will be launched at Wimbish in the Autumn term. They have been used but not by very many as children do still talk to the adults about worries. Staff are following up on the worries in an appropriate way.</p> <p>The PSHE link Governor report had been provided by CC. CC confirmed Faye Facer (FF) had carried out an excellent piece of PSHE work. It was very detailed with clear progress and asked NP to pass on her thanks to FF.</p> <p>A Governor asked about previous school trips and any action arising from those?</p> <p>NP confirmed there were new resources that Meadow are going to implement in the classrooms alongside OPAL and would use a similar modified version for Wimbish.</p> <p>A Governor asked how could we recognise 'Therapeutic Thinking' and 'Positive Regard' working in schools? If we came into school, how would we see it working and how will they complement each other in a cohesive approach to behaviour?</p> <p>NP confirmed that Positive Regard was something on which the training had only just taken place for and been the subject of various discussions.</p> <p>Therapeutic Thinking has been used in Meadow for the last 4 years and at Wimbish since it started. It involves giving control in behaviour situations back to the adult but giving the voice back to the child. NP gave the Governors examples.</p>	
6.	<p>Safeguarding</p> <p>Headline information had been provided in the Headteacher report.</p> <p>A Governor asked about the figures contained in the report regarding My Concern logs and understanding how the number of concerns is aligned with the number of pupils on role (206 on role at Meadow and 37 on role at Wimbish at the time of the report).</p> <p>NP clarified that 70% of Wimbish children are in receipt of PP and/or service premium. The number includes very high need vulnerable children and multiple siblings.</p> <p>A large number of concerns are logged weekly, particularly at high levels and involves sharing with external professionals. NBu has been actively involved with this, building trust with the families.</p> <p>Feedback from social services around record keeping at the schools has really helped to escalate these cases.</p>	

	<p>A Governor asked about the My Concern logs, particularly for Wimbish, and how many were repeat concerns for the same child? NP confirmed that this had been discussed in detail with LB at safeguarding link Governor meetings and was covered in the report provided by LB from his last meeting which had been shared with Governors.</p> <p>A Governor asked if it was possible to reflect the impact of multiple logs for the same child in the safeguarding data in the Headteacher reports where there is a spike in the level of incidents to explain? NP clarified that the logs are discussed in detail at the safeguarding Link Governor meetings and reflected in the reports provided to the Governors. LB agreed and confirmed that was the importance of having the Link Governor meetings to go into more detail on a one-to-one basis.</p> <p>The written safeguarding link Governor report for the meeting held on 16 May 2025 had been provided to Governors prior to the meeting. LB confirmed they always review standing items at those meetings including attendance. The attendance figures are fairly stable. There is a trend around absences for unauthorised holidays. Also covered mental health at the meeting. LB also referred to thinking ahead for safeguarding for his successor and areas that had been discussed with NP including spending time with key personnel in the schools, attending a safeguarding/mental health themed assembly, looking at lunchtime supervision regimes at both schools, attending a pupil voice session that occurs at both schools and attending a Trust annual safeguarding audit visit at the schools. LB confirmed the safeguarding link Governor role also included visiting both schools every half term in discussion with NP and/or NBu/other staff members to cover a particular theme. NP clarified this is a crucial link Governor role and one that Ofsted will ask about. NP thanked LB for his work as a safeguarding link Governor and for challenging and holding NP to account. LB thanked NP and all the staff for the way safeguarding is handled in the schools.</p> <p>Action: consider the replacement link Governor for safeguarding.</p>	NBi/CG/NP
7.	<p>Inclusion</p> <p>Inclusion data was provided in the Headteacher report.</p> <p>NBi raised a question asked prior to the meeting regarding the PP attendance figure being significantly lower than non-PP attendance at both schools and what strategies are in place to improve this? Are they having an impact? NP confirmed the figures were not significantly different. Wimbish was 96.2% (97.8% overall) and Meadow was 93.9% (96.9% overall). It is a difference but not significant. Last year's national figure was 93.3% and both schools are above that figure for attendance.</p> <p>At Meadow there is an overlap between PP and SEND register children and an impact for a Year 1 child leaving at the end of the academic year.</p> <p>Number of persistent absences is very low across both schools.</p> <p>Within the Trust, attendance at Wimbish across all of its categories is the highest for primary schools and Meadow is second.</p> <p>SEND in a nutshell report was not available for the LGB meeting but NP confirmed it would be uploaded to Teams after the meeting. Any Governors</p>	

	<p>with questions on that report can contact NP outside of the meeting or it can be picked up in the first LGB meeting next academic year.</p> <p>Action: SEND in a nutshell report for both schools to be uploaded to Teams.</p> <p>NBi and NP thanked AW for her role as the SEND/PP link Governor.</p> <p>Action: consider the replacement link Governor for SEND/PP.</p>	NP
8.	<p>People & Leadership</p> <p>People & Leadership information was provided in the Headteacher report.</p> <p>NBi confirmed there had been several questions raised prior to the meeting but most of those were considered to be operational rather than strategic. NP did refer to one question regarding exit interviews and confirmed that these are offered to staff leaving and managed by the Trust's Central HR. Governors do not get involved in the formal exit interview process.</p> <p>NP also referred to a question that had been raised asking what the reported complaint was?</p> <p>NP confirmed that complaints were confidential, and the Governors should sit outside of that process unless formally required to be involved.</p> <p>HL confirmed that there are different levels to complaints from informal through to Appeals panels. Governors may have to become involved in the process and if the nature of a complaint has been discussed at LGB meetings then there would be no independent Governors for the schools who could address the complaint. The detail of complaints is confidential and usually of a sensitive nature and should not be discussed in an open forum.</p> <p>The Governor who had raised the original question asked as an extension to the above whether there had been a similar complaint and, if so, what measures are being put in place to avoid complaints of that nature in the future.</p> <p>NP confirmed that they report complaints to the Governors in the Headteachers report for LGB meetings and that there have not been any other complaints for the academic year. There was 1 complaint during 2023/24 which went to stage 1 and that was not similar.</p>	NBi/CG/NP
9.	<p>Governance and Central Team Matters</p> <p>CG had provided a written report on the AGF held on 22 May 2025. Slides from that AGF meeting had been uploaded to Teams for Governors to see. CG gave a brief presentation to the LGB about the Trust Strategy 2030 and the Strategic Priorities.</p> <p>CG also reminded everyone about the next AGF meeting on 10 July at Bottisham VC which is open to all Governors to attend.</p> <p>CG also let Governors know that 2 factor authentication is going to be asked for after 14 days rather than 4 days making it easier to access Teams. It was also acknowledged by IT that the issues on logging in where individuals use Teams for another organisation are being looked into.</p> <p>NP confirmed that at Wimbish they are already doing a project with Touchpoint Charity to stand them in good stead for the Civic Leadership element by hosting chair boogie to the community on a Tuesday afternoon. That has now expanded to a food share at the end of the day with surplus food that Touchpoint Charity are supplying.</p>	

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
1	Update Governance records for resignations.		HL
3	Organise approved copies of minutes for the school websites.		HL
3	Revisit skills audit in 2025/26.		NBi/CG
3	Data session for the LGB first meeting of 2025/26.		NP
3	Consider new Governors for the LGB.		Governors
4	Live question spreadsheet for LGB meetings.		HL/NBi/CG
6	Consider a replacement Safeguarding Link Governor.		NBi/CG/NP
7	Upload SEND in a nutshell reports to Teams.		NP
7	Consider a replacement SEND/PP Link Governor.		NBi/CG/NP
9	Consider approach to agendas for future meetings.		NBi/CG/NP/HL
9	Arrange Trust Board approval of CG reappointment.		HL