

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



23 September 2025 at 6.15pm
Held in person at Wimbish Primary Academy

Governors Present: Neil Birkett (NB Chair), Carrie Carter (CC), Chris Griffin (CG), Anne Hopkins (AH), Keith McKinley (KM) and Nichola Pickford (NP Executive Headteacher)

Others Present: Racheal Johnston (RJ Director of Primary Education), Nicky Butcher, (NBu Deputy Headteacher) and Stuart Hales (SH Governance Professional)

Action Log

ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	Governors skills audit to be taken to LGB on 03.12.25 (tbc)	26.11.25	NP,HL
3.	Data session training for governors to be taken to the LGB on 03.12.25 (tbc)	03.12.25	NP,HL
3.	'SEND in a Nutshell' reports to be taken to LGB on 03.12.25	26.11.25	NP,HL
4.	PowerPoint presentation to be uploaded to 23.09.25 LGB folder	30.09.25	NP
7.	Governors to inform HL when completed safeguarding training via The National College (access via Connect) to allow her to maintain training records Post Meeting Note: HL confirmed JA and AH as new governors would need to complete the Certificate in Safeguarding for Governors (1 hr 39 mins). All other governors would complete the Annual Certificate in Safeguarding Refresher (52 mins)	07.10.25	NB,CG,AH,KM
9.	Training on new Ofsted Inspection Framework to be taken to LGB on 03.12.25 (tbc)	03.12.25	NP,HL
10.	Governors to consider further means of increasing the number of governors on the LGB	ongoing	All
10.	AH to be safeguarding governor and CG inclusion governor for 2025-26 – HL to update trust records	30.09.25	HL

	ITEM	ACTION
1.	Introductions and apologies	
	NB welcomed governors to the meeting. Apologies were received from Jake Allen (JA) which were agreed by governors, and the meeting was quorate.	
2.	Declarations of Interest	
	There were no declarations of interest for any item on the agenda.	
3.	Minutes of the last meeting on the 07/07/2025 and matters arising	
	The minutes of the last meeting held on 07 th July 2025 had been circulated to governors prior to the meeting and were approved. The minutes would be signed by the Chair. Matters arising:- Item 3 – A decision as to whether a review of governor skills would be taken to the LGB on 03 December 2025, would be discussed and agreed as the agenda for LGB2 was being prepared.	

Approved at the LGB meeting on 3 December 2025

	<p>Action: Governors skills audit to be taken to LGB on 03.12.25 (tbc)</p> <p>Item 3 – A decision as to whether a data session training would be taken to the LGB on 03 December 2025, would be discussed and agreed as the agenda for LGB2 was being prepared.</p> <p>Action: Data session training for governors to be taken to the LGB on 03.12.25 (tbc)</p> <p>Item 7 – It was agreed ‘SEND in a Nutshell’ reports would be taken to the LGB on 03 December (when SEND would be a specific agenda item).</p> <p>Action: ‘SEND in a Nutshell’ reports to be taken to LGB on 03.12.25</p> <p>It was agreed all actions had either been completed or would be discussed within the meeting.</p>	<p>NP,HL</p> <p>NP,HL</p> <p>NP,HL</p>
4.	<p>Presentation – The Role of a Local Governing Body in Anglian Learning</p> <p>RJ introduced herself as the Director of Primary Education and introductions were made around the table.</p> <p>A separate PowerPoint presentation titled ‘Local Governance in Anglian Learning Roles and Responsibilities’ was shared at the meeting which RJ proceeded to go through in detail, highlighting the role and importance of local governance within the trust.</p> <p>A governor queried when visit reports were shared at an LGB, would the governor who undertook the visit be expected to go through the document or only to answer any governor questions which arose from it? RJ advised only the later.</p> <p>Action: PowerPoint presentation to be uploaded to 23.09.25 LGB folder</p> <p>RJ then left and CC joined the meeting</p>	<p>NP</p>
5.	<p>Vision, Values and Strategic Objective</p> <p>AIP strategy 2025-26 – A separate document titled ‘Meadow and Wimbish SDP 2025-26v.1’ was distributed prior to the meeting.</p> <p>A governor noted she had attended the OPAL and No Outsiders event earlier the same day and queried how was it received at the bedtime story evenings? how would parents continue to be engaged as this initiative was rolled out and how/when would the impact from it be measured? NP advised the programme formed part of the strategy within the SDP around a Sense of Belonging and there had been no negative comments received from parents. Its impact would be measured via children’s work, staff feedback, learning walks and pupil voice. CG had attended the event earlier the same day at the school.</p> <p>A governor noted a small number of families had chosen not to send their children on a visit to a mosque and queried how the ‘No Outsiders’ programme would support both Meadow and Wimbish in engaging with parents and addressing misconceptions, so the inclusion values for both settings were shared and understood beyond the classroom? NP advised there was a wide range of ethnicity and EAL at both schools and noted a range of strategies which would be used in the schools.</p> <p>Within the Quality of Provision section, a governor noted there would be staff training on the EEF Five-a-Day strategies, with the aim these would be used consistently across classes and queried how would both schools monitor this in practice and what kind of evidence would show it was making a difference for children? NP advised there would be several staff training sessions planned across the year, including whole groups and through developmental work.</p>	

A governor queried the potential risks and impacts if children did not feel a sense of belonging and engagement within their school? NP advised evidence had shown a sense of belonging was directly linked with attendance and attainment.

A governor noted there continued to be a higher amount of in-year mobility at Wimbish? NP advised some families within the nearby army base would relocate on a regular basis. Children at Wimbish were accepting of new starters and often had transient friendships. Attendance due to children's anxiety continued in both schools, and both settings would continue to support children and families around this.

There was an Emotional Literacy Support Assistant (ELSA) at Meadow and a HLTA at Wimbish would start their training in October. NBu added children would ask to meet separately with adults if required and there continued to be a number of 1to1 meetings with parents at Wimbish.

NP advised of a continuing significant Social, Emotional and Mental Health (SEMH) need as a result of the pandemic. Due to long waiting lists to access external support agencies, some families had chosen to pay for private counselling in response to anxiety and SEMH need.

A governor queried how regularly would the SDP be RAG'ed? NP advised half-termly by the SLT.

Headteachers Report – The Headteachers Report was distributed prior to the meeting.

Safeguarding – A governor queried how the number off safeguarding logs compared with previous years for the same period? NP advised presented data was from the first two weeks of the autumn term and had since increased (there was a higher level of need at Wimbish).

Wider Curriculum Enrichment and Experiences – NP briefly went through the section for governors awareness.

Staffing Update – A governor queried the measures in place to welcome new staff at both schools? NP advised of the new staff for 2025-26 across both settings. There had been two staff INSET days at the start of the autumn term and NB added she was supporting one new teacher.

The SENCo would be based at Meadow for two days and at Wimbish for one day/week (he was also the trusts attendance lead). He continued to meet with all children on the SEND register and organise a parental coffee morning at both schools.

A governor queried if there would be combined CPD across both schools? NP advised joint training/ staff meetings would take place when appropriate. Meadow brought into a local authority advisor and this would also benefit Wimbish being located in Essex.

A governor queried if there was CPD governors could attend, partly to meet with staff? NP noted a trust wide forum for safeguarding governors which met through the year, led by the central teams Director of Inclusion. Governors would also be invited to INSET days when appropriate.

QASI overview 2025-26 – A separate document titled 'Primary QASI 2025-26 – V3 Updated 18.06.25' was distributed prior to the meeting.

A governor queried if there was a list of core standards the LGB could refer to? NP advised of four core standards which would shortly be introduced across Anglian Learning to replace the Blueprints, which had already been circulated to Headteachers.

	<p>A governor queried how did the Quality Assurance and Improvement Strategy (QASI) monitoring plan tie in with the School Development Plan (SDP)? NP advised the QASI was developed by the central team and from it, she noted the visits for Autumn 1. Whilst last year, there were joint visits for both schools, these had proven to be lengthy. Subsequently, there would be separate visits for both settings in 2025-26.</p> <p>A governor queried what from the QASI what did the acronym APO refer to?</p> <p>Post Meeting Note: The central team confirmed it referred to Academy Performance Overview</p>	
6.	Curriculum	
	<p>Two separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • 2025 Primary Achievement Academy Improvement Visit Meadow (09.09.25) • 2025 Primary Achievement Academy Improvement Visit Wimbish <p>A governor noted within the EYFS, unidentified SEN need from preschools was often a barrier to success and queried what was planned to improve the awareness of need earlier going forward? NP advised during the Spring term, when the school had an understanding of who had applied for places, the EYFS lead at Meadow would meet with the adjacent preschool to discuss and review needs for each child. Although schools had access to the local authorities 'portal', they would not be informed of children joining Reception in September until the end of March. After this, EYFS leads would meet with preschools, although it was noted children came from a wide number of preschools and the importance of transition visits to the primary school.</p> <p>A governor noted the newly appointed SENCo/Inclusion Lead would work across both schools and queried further details of his immediate priorities, any new ideas or approaches to implement now, and how the schools would track progress and impact over the coming term and academic year? NP advised he would first continue to embed systems and had completed strategic planning at Meadow and held handover meetings with the previous SENCo.</p> <p>A governor queried if the SENCo was now qualified? NP advised he was working towards a relevant qualification and had weekly support from the central team.</p> <p>A governor queried further details as to strategy for Yr6s at Wimbish to achieve National Standard/ Greater Depth? NP advised the school would continue to support the current cohort (only two Yr6s) to achieve their best outcomes and prepare for the transition to secondary school (evidence of progress could be seen by reviewing children's work). Staff training earlier the same day had focused on disadvantaged groups, as there would be a greater focus on this within the new Ofsted Inspection framework.</p>	
7.	Safeguarding	
	<p>Safeguarding and Child Protection Policy – Two separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy KCSiE:2025 Final version July 2025 Meadow • Safeguarding and Child Protection Policy KCSiE:2025 Final version July 2025 Wimbish <p>Action: Governors unanimously adapted both policies</p>	-

	<p>A governor noted a typo in the Meadows document.</p> <p>Central Safeguarding training for Governors (to be completed online via the National College) – A separate PowerPoint Presentation titled ‘Safeguarding Update Training Primary 2025’ was distributed prior to the meeting.</p> <p>Due to RJs presentation and to avoid the LGB running over time, it had been decided instead of NP leading safeguarding training at the meeting, governors would be requested to complete online training via The National College.</p> <p>Action: Governors to inform HL when completed safeguarding training via The National College (access via Connect) to allow her to maintain training records</p> <p>Post Meeting Note: HL confirmed JA and AH as new governors would need to complete the Certificate in Safeguarding for Governors (1 hr 39 mins). All other governors would complete the Annual Certificate in Safeguarding Refresher (52 mins)</p> <p>It was noted as CC worked in an educational setting she had already completed safeguarding training and would forward a relevant certificate to HL for her records. CG would attend staff training on ‘Recovery Relationships’ at Meadow in October.</p>	NB,CG, AH,KM
8.	People & Leadership	
	This had already been discussed within Item 5.	
9.	Risk	
	<p>NP advised from 2025-26, headteachers would no longer have to update the 4risk document and she identified the following risks resultant from the agenda;-</p> <ul style="list-style-type: none"> • Pupil Numbers at Wimbish and its financial viability • Budgetary constraints for both schools • Changes from the new Ofsted inspection Framework (Wimbish would likely enter the inspection window later in the current academic year) <p>A governor queried if either Meadow or Wimbish would volunteer for a trial inspection following the new Ofsted Framework? NP advised inspections following the new framework would not start until the Spring Term, but the central team had nominated one school within the trust for a trial inspection.</p> <p>A governor queried if there could be governor training around the new framework? NP advised she would lead training for primary headteachers and deputy headteachers and would be happy to lead training at an LGB.</p> <p>A decision as to whether training on the new Ofsted Inspection Framework would be taken to the LGB on 03 December 2025, would be discussed and agreed as the agenda for LGB2 was being prepared.</p> <p>Action Training on new Ofsted Inspection Framework to be taken to LGB on 03.12.25 (tbc)</p>	NP,HL
10.	Governance and Central Team Matters	
	<p>To consider replacement Link Governors for Safeguarding and SEND/PP – AH agreed to be linked to safeguarding and CG to Inclusion.</p> <p>Action: AH to be safeguarding governor and CG inclusion governor for 2025-26 – HL to update trust records</p>	All HL

