

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



3 December 2025 at 6pm
Held virtually on Teams

Governors Present: Jake Allen (JA), Neil Birkett (NBi), Chris Griffin (CG), Anne Hopkins (AH), Keith McKinley (KM), Nichola Pickford, (NP Executive Headteacher)

Others Present:

Heather Lander (HL Governance Professional),
Nicky Butcher, (NBu Deputy Headteacher)

	ITEM	ACTION
1.	Apologies	
	Apologies were received from Carrie Carter. These were accepted by the Governors.	
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 23/09/2025 and matters arising	
	<p>The minutes of the meeting on 23/09/2025 had been circulated to Governors prior to the meeting and were approved.</p> <p>Matters arising:-</p> <p>Governors Skills audit – new audit to be carried out next term. Action: Complete Governors Skills audit.</p> <p>Data training session for Governors – carry forward to Spring Term, see further comments below made at the LGB meeting. Action: Light touch data training at the Spring Term LGB.</p> <p>PowerPoint presentation from Rachael Johnston to be uploaded to Teams. – This has been completed.</p> <p>New Ofsted Inspection Framework training – carried forward to a later LGB meeting. Action: Include the renewed Ofsted Inspection Framework on the agenda for the Spring Term LGB meeting.</p> <p>Update Trust records for link governors for Safeguarding and Inclusion. This has been completed.</p> <p>Link Governor roles and Monitoring Visits to be confirmed – this was an action for Governors to consider. There were no suggestions from the Governors prior to or at the meeting.</p> <p>A Governor did have a comment about the link governor role as they had been looking at the SDP and could see a number of areas where monitoring was shown to be covered by Governor visits. The Governor asked how those visits were going to be covered.</p>	<p>HL/CG/NBi</p> <p>NP</p> <p>NP/HL</p>

NBi responded to confirm the Governors would have to come up with a plan between themselves to cover the areas.
NP clarified that not all of the monitoring would need to be visits, some of the monitoring would be covered through information provided and questions raised at the LGB meetings.

A Governor asked about the actions from the previous meeting regarding the Governors Skills audit, the data training session and the new Ofsted Inspection Framework training that had all been marked to carry forward to a later meeting and wanted to know how this would all be fitted in.

NBi explained that the skills audit was a questionnaire circulated separately to governors for completion.

The data training session and Ofsted Inspection Framework training will be covered by NP at an appropriate time.

NP confirmed that they have delivered the Ofsted Inspection Framework training to the AGF and will be delivering it to all the heads of schools in the Trust on 4 December. There is an order in which the Ofsted training is being delivered. It will only be a short session planned for Governors with the key updates.

NP also confirmed regarding the data training that it would be most appropriate to include that in the Autumn Term data report which will be presented to Governors in the Spring Term. It will be a light touch training session for the Governors.

A Governor asked if the Ofsted Inspection Framework training that is shown as to be carried forward should say to a specific meeting.

NP confirmed that there is only one meeting in the Spring Term, but it would depend on what further requirements are required by the Trust as to when the training around Governor roles in the renewed Framework is available to deliver. It can be included as an agenda item for the Spring meeting, even if it is just the headline views.

A Governor asked if NP could confirm the priorities for Governor visits, apart from the link governor visits that had been filled for Safeguarding and Inclusion. Were there specific areas that Governors could volunteer for.

NP clarified the following areas:-

- The introduction and development of No Outsiders.
- OPAL and how this is working with the community as part of the school's Sense of Belonging.
- Creativity and the Curriculum. CG had already started that monitoring during the 2024/25 academic year but the school is still actively working on this area.
- A big area around SEND and Inclusion. CG has taken on the link Governor role for this area and there may be interaction with some of the other areas at the link governor meetings.
- Coaching work that had taken place last year and was being embedded at Meadow and starting that work in 2025/26 at Wimbish around staff professional development, 1:1 coaching aspect and their role as subject leaders. This would also link in to the creativity area as it will be included on staff action plans.

NP confirmed there will be a lot of overlap between the areas.

AH confirmed that they would like to focus on the Safeguarding link Governor role that they had taken on as it was such a large and important area.

	<p>NBi confirmed they would be happy to take on the coaching work to monitor that topic.</p> <p>KM confirmed they would be happy to take on the Creativity and Curriculum monitoring role.</p> <p>CG had previously agreed to take on the SEND/Inclusion link Governor role which is another large area to focus on.</p> <p>There were no volunteers for the areas of Opal and No Outsiders and NP suggested that information on those subjects could be brought to the LGB and the monitoring can be covered that way together with any other areas of the SDP that require Governor monitoring.</p> <p>The position can be reconsidered when there are more Governors on the LGB.</p> <p>Action: Governors who volunteered for monitoring visits to arrange as appropriate with NP.</p>	<p>All Governors</p>
4.	Vision, Values and Strategic Objective	
	<p>A School Development Plan covering both schools together with the Head Teachers report were provided to the Governors to read before the meeting.</p> <p>A Governor referred to the desire by the Trust to journey towards excellence through the Core Standards and asked if all the expectations were attainable in practice and is excellence harder to achieve now.</p> <p>NP confirmed that if you look at the renewed framework for Ofsted it is going to be harder to achieve expected standards. The Trusts Core Standards have been set to focus on achieving increases in expectations but realistically achieving standards in all areas all the time is a challenge.</p> <p>There have been conversations across the Trust particularly around finances available to achieve the standards.</p> <p>There were no other questions or comments from the Governors.</p>	
5.	Curriculum	
	<p>A Peer Review Feedback form (T & L review) for Meadow Primary and a link governor visit form covering Creative Learning were provided to the Governors to read before the meeting.</p> <p>A Governor asked if the EEF 5 a day approach has now been implemented and has monitoring revealed positive outcomes from this strategy during this early part of the year.</p> <p>NP confirmed the EEF 5 a day strategy is something that has always been worked on with support staff so that they are supporting children in their learning rather than doing it for them, particularly for pupils who may have additional SEND or behavioural needs. It is ensuring that the strategy is being applied consistently across the classrooms. NBu has been going into the classrooms regularly to monitor the consistency and learning culture.</p> <p>A Governor asked when the Wimbish Peer Review (T & L review) would take place.</p> <p>NP confirmed that the Wimbish review had not taken place this term and has not yet been rescheduled due to the availability of the Trust team. There are other half termly meetings where Rachael Johnston (Director of Primary Education) visits Wimbish which always includes lesson visits and learning walks.</p>	

	<p>A Governor asked if the OPAL provision has been universally well-received across the school or have some years been more receptive than others? Is there a difference between Meadow and Wimbish? Has the larger outside space at Wimbish been a help or hinderance?</p> <p>NP confirmed that as part of the peer review, children from all years had been spoken to and they were all really positive about OPAL and the benefits. Children are enjoying creating and using their imaginations for play. Wimbish is slightly behind Meadow as OPAL was only started there in September 2025.</p> <p>NBu provided more detail and confirmed that, coming into January there will be a meeting with their mentor to consider appropriate ways to allow the children the freedom to play but in the months where the weather is wet and muddy. Activities such as den building will be planned for.</p> <p>NP confirmed that the number of behaviour incidents at lunchtime have decreased dramatically.</p> <p>A Governor commented that the strategy of ensuring the children have the right clothing and particularly wellies to go out at playtimes in the puddles is clearly being manged and working well.</p> <p>The Head Teachers report had been provided which covered the MyConcern logs.</p> <p>A Governor asked about the significant number of My Concern logs with regard to behaviour in both schools, with it being identified as a trend at Meadow. How do the logs break down in terms of behaviour inside class and outside, and what particular strategies are being used in both schools to address this?</p> <p>NP confirmed that the 45 behaviour logs for Meadow related to a period over 11 weeks which equated to only 4 a week. The logs related to particular children who joined in September, but they now have strategies in place to reduce the behaviours.</p> <p>At Wimbish, 23 behaviour logs over 11 weeks is not a significant number. Most relate to a very small number of children who have plans in place to support their behaviours.</p> <p>There were no questions from Governors on the link Governor visit report that CG had provided on Creative Learning.</p> <p>CG confirmed that their visits to the classrooms while compiling the report were very enjoyable and the staff and children were very enthusiastic in the lessons.</p>	
6.	Safeguarding	
	<p>The Head Teachers report had been provided to the Governors to read before the meeting.</p> <p>AH confirmed they had made a start on their role as the Safeguarding link Governor. A meeting was planned with NP for the 8 December to talk through Safeguarding at both schools.</p> <p>A link governor report will be provided for the next LGB meeting.</p> <p>Action: Provide a Safeguarding link Governor visit form for LGB3 meeting.</p> <p>AH also referred to Safeguarding Academy visits that take place and asked if they could attend those visits. NP will send the dates for those visits and</p>	AH

	<p>confirmed that normally the link Governor would join for the end of the meeting for the feedback session. AH had looked at the reports from the previous Safeguarding link Governor and the recommendations and will look to implement as many as possible. AH confirmed they had already been to Wimbish for an introductory visit.</p> <p>The agenda included a reminder that all Governors should have completed their Annual Safeguarding training via the National College in place of the in-person training that usually takes place at the first LGB meeting of the academic year.</p> <p>A Governor confirmed they had tried to complete the training but were being asked to pay for the course. It was confirmed HL would check if the Governor had access to the National College. After the meeting HL checked with IT and the Governor was given access to the National College. HL confirmed to the Governor on 4 December that they should now have access to complete the training.</p> <p>It was confirmed if any other Governor was having issues accessing the training to let HL know. If the training has been completed and the certificate has not been sent, please send it to HL. Action: Ensure Safeguarding Training via the National College is completed.</p> <p>HL confirmed that completion of the annual Safeguarding training was important for NP to sign off on their Safeguarding requirements in the schools. A Governor asked what the deadline was for completing the training. HL confirmed for the Safeguarding it was as soon as possible as it would usually be completed at the start of the academic year. NP confirmed that Governors would be shown as red on the Single Central Record fairly quickly if the training is not completed and stressed that was the important training to complete.</p> <p>A Governor asked when a member of staff was on long term absence, given the financial constraints, does the school have processes in place to cover and manage. NP confirmed that it is a case of having to cover from the resources and staff available. There is a long-term member of staff away, probably until Easter, and there are no funds to support bringing in other cover.</p> <p>A Governor asked if there was any insurance policy across the Trust to cover. NP confirmed there was not an insurance policy for this purpose as they are so expensive with a lot of caveats.</p>	<p>Governors who have not completed</p>
<p>7.</p>	<p>Inclusion</p>	
	<p>SEND in a nutshell document for Meadow and Wimbish had been provided to the Governors to read before the meeting.</p> <p>A Governor asked if there is a correlation between attendance and vulnerable pupils and is the school's support for families showing effective outcomes? NP referred to the Head Teacher report and the attendance data for SEND and Pupil Premium children. In Meadow the attendance is strong (98% for SEND and 97.8% for Pupil Premium) and significantly above the National figures.</p>	

	<p>Vulnerable pupils' attendance at Meadow is good overall. For Wimbish SEND attendance is 97.2% and Pupil Premium is 96.3%. Again, strong attendance figures. NP is actively following up children who are not in school, but they would be alright to attend as their illness is not significant.</p> <p>A Governor asked given that the SEND profiles differ between our schools, how is the approach to SEND provision adapted to meet each school's primary areas of need, and how do you evaluate its effectiveness? Has Mr. Barnes taken a similar approach to the previous SENCo? NP confirmed that looking at the numbers, Wimbish has a significant number of children on the SEND register. Meadow has a significantly lower number of children on the SEND register. The profile and level of need is however similar in terms of the themes and there are set procedures in place for meeting that level of need. There are guides being worked on for families which will be put on to the website which will help around determining levels of need. Process for referrals is also being carefully considered. Mr Barnes is facilitating one to one or drop-in meetings for families and building on the approach from previously but also putting some of the process back into the hands of the teachers. It should be all in place by January 2026.</p> <p>A Governor asked if there was any difference in timing between the school submitting a referral or a parent. NP confirmed there was no difference.</p> <p>A Governor asked if the timeframe for referrals and assessments was getting any better? NP confirmed it can take up to two years. EHCPs in Cambridgeshire should take 20 weeks but the latest have taken 79 weeks. EHCPs in Essex is now about 44 weeks with a statutory time of 20weeks.</p> <p>An Inclusion link Governor report will be provided for the next LGB meeting. Action: Provide an Inclusion link Governor visit report.</p>	CG
8	Governance and Central Team Matters	
	<p>Documents from the AGF that CG attended on 17 November had been provided for the Governors covering the Autumn Term Update.</p> <p>CG confirmed that the most significant update was regarding finance with budgets being tight and further savings needing to be made over the next few years.</p> <p>A Governor asked what the Governance reform was that was mentioned in the AGF Update. NP confirmed that there was going to be a working party to look at how Governing Bodies work, what works well, what the make up of the LGB could look like. Any changes will be made in the next academic year.</p> <p>A Governor asked if that would be tied into the new Ofsted Framework. NP confirmed they did not think so. It was to look at the impact of local governing bodies and recruiting new governors which is currently difficult to do.</p>	

	<p>NP asked how many Governors were needed for the LGB to be quorate. HL confirmed 50% of the number of Governors on the LGB. HL also mentioned that the AL LGB guidance handbook refers to a minimum number of 8 Governors and currently the LGB has 7 Governors.</p> <p>A Governor picked up from the AGF document that there was going to be a Wellbeing survey for staff and asked when that would take place. NP confirmed that a pulse survey was completed about 2 weeks ago asking specific questions. A further survey will be issued early next year and is bi-annual.</p> <p>A Governor asked how long it takes to collate the results. NP confirmed it is almost immediately once the survey closes.</p> <p>A Governor asked about the finance notice to improvement that had been issued to certain schools and wanted to check Meadow/Wimbish had not received one. NP confirmed they had not.</p> <p>A Governor asked with regards to training whether they should send all their completion certificates to HL. It was confirmed it was not necessary but in order to keep a record of training that Governors had completed in case there was a question in the future, the Governors could send the certificates to support the records being kept. HL also advised the Governors that they would have received emails direct from SecureSchools which contained links to annual training and policies that needed to be completed/signed for Anglian Learning purposes. This included Cyber Security and most recent was the KCSIE 2025 which had been issued later than usual.</p> <p>The Governors were advised that two Governors are coming to the end of their term of office. This is NBi and CC. Both have decided to step away from the LGB at the end of their respective terms in March 2026. As both are parent elected Governors, this will mean a parent nomination and possible election process will need to be actioned in January 2026 to ensure replacement parent elected Governors can be brought onto the LGB. Action: Organise a parent nomination and election process in January 2026.</p> <p>A Governor confirmed that they have approached a couple of community groups that they are involved with to try and recruit new Governors. Unfortunately, there were no volunteers.</p> <p>NBi asked if anyone knew how new Governors for the LGB could be recruited.</p> <p>HL briefly explained the process for the parent nomination and possible election for the two parent Governors if more nominations are received than the number of parent elected governor vacancies that are available. In accordance with the Governor handbook, the parent elected Governors are voted for by the parents.</p> <p>A Governor asked if other parents could be recruited as Governors. HL confirmed other parents could be Governors in a Trust appointed capacity but there has to be care that ideally not more than 50% of the Governors are also parents with children in the school. The idea is to have that range of</p>	<p>HL</p>
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	<p>skills and input from individuals who have no immediate connection to the school i.e they have a Community involvement or specific skills to help the LGB. The LGB handbook clearly sets out the constitution of the Governing Body.</p> <p>A Governor asked if it was possible to put a notice in the Balsham review that there are vacancies for Governors at the school. NP confirmed that they could do that in both the Balsham and Wimbish newsletters. Perspective Governors would need to apply and follow the recruitment process.</p> <p>NP will ask Faye to put something in the Balsham newsletter and NP will put something in the Wimbish newsletter. This will be around January/February time when they are next published. Action: Include an appropriate request for new Governors in the local newsletters.</p> <p>A Governor suggested that the profile of the Governors needs to be raised on the school website and to think of ways to do that. NP confirmed that there had been talk of preparing a Governors newsletter many times in the past, it just needs a Governor to take that on. AH offered to prepare something that could then go in the weekly communications with the parents. It could then be something Governors take in turns to do every so often. Action: Prepare an article about the Governors to include in the weekly parent communication at the start of the Spring Term.</p> <p>CG also reminded Governors about attending events in school to allow parents an opportunity to speak with the Governors. If Governors are aware of the dates for events in the two schools, they can make a commitment for at least one Governor to be in attendance and available for parents to talk to. Action: Consider dates for school events and arrange for Governors to attend.</p> <p>The Governors were reminded of the link on the agenda for training opportunities.</p>	<p>NP</p> <p>AH/NP</p> <p>All Governors</p>
10.	AOB	
	There was no AOB.	
	The meeting ended at 7:34pm.	
11.	Date of the next meeting	
	Thursday 26 February 2026 at Meadow Primary School.	

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3	Complete Governors Skills audit.	Spring Term	HL/CG/NBi
3	Light touch data training at the Spring Term LGB.	26/02/2026	NP
3	Include Ofsted Inspection Framework on Spring Term LGB agenda.	26/02/2026	NP/HL
3	Governors who volunteered for monitoring visits to arrange as appropriate with NP.	ASAP	All Governors
6	Provide a Safeguarding link Governor visit form for LGB3 meeting.	26/02/2026	AH
6	Ensure Safeguarding Training via the National College is completed	26/02/2026	Governors who have not completed the training.
7	Provide an Inclusion link Governor visit report.	26/02/2026	CG
8	Organise a parent nomination and election process in January 2026.	Jan. 2026	HL
8	Include an appropriate request for new Governors in the local newsletters.	Jan. 2026	NP
8	Prepare an article about the Governors to include in the weekly parent communication at the start of the Spring Term.	Jan. 2026	AH/NP
8	Consider dates for school events and arrange for Governors to attend.	Jan. 2026	All Governors