

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



26 February 2026 at 6pm
Held in person at Meadow Primary School

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 after the meeting from Carrie Carter (CC).	
2.	Declarations of Interest in relation to items on the agenda	
	There were no declarations relating to the agenda.	
2a.	LGB Governance/Chair	
	<p>Due to NBi stepping down as a Co-Chair at the end of their term on 16 March 2026, a discussion was required to consider the options for the remaining LGB.</p> <p>NP explained that the parent elections that had been due to take place had been paused to allow the Governors chance to consider whether there would be anybody willing to take on a Co-Chair role which would require them to chair the LGB meetings. There was a possibility of a staff governor who had requested further details but that was dependant on the position of a replacement Co-Chair.</p> <p>KM confirmed their 4-year term would end after the Autumn Term and they would not remain on the LGB once that time ended.</p> <p>JA will be deployed at the end of the year.</p> <p>AH was new to the role and confirmed that they would not wish to take on a Co-Chair role.</p> <p>CC term as a parent governor ends on 31 March 2026 and they had previously confirmed that they would be stepping away.</p> <p>It was also confirmed that, for the next LGB meeting scheduled for 11 May both CG and JA would be away.</p> <p>Based on the comments from the Governors, it was agreed that the discussions would be reported back to the Trust for their advice on next steps.</p> <p>Update – after the meeting NP emailed the Trust setting out the outcome of the LGB discussions. Advice from the Trust will be made known to the Governors when available.</p>	

3.	Minutes of the last meeting on the 03/12/2025 and matters arising	
	<p>The minutes of the meeting on 03/12/2025 had been circulated to Governors prior to the meeting and were approved.</p> <p>Matters arising: -</p> <p>Governors Skills audit – this was previously scheduled for the Spring Term after the parent/carers governor election. This is now on hold.</p> <p>New Ofsted Inspection Framework training – update. NP confirmed the Ofsted training was being recorded to be available for all Governors within the Trust to watch.</p> <p>Governors who volunteered for monitoring visits to arrange as appropriate with NP. – NP confirmed that, other than Safeguarding and Inclusion link visits there had been no contact from any of the Governors who had agreed to take on link governor roles at the last LGB meeting.</p> <p>A Governor asked how, in light of the discussions under agenda item 2a), would visits work going forwards. NP confirmed the monitoring would be incorporated into the Anglian Learning Trust.</p> <p>Ensure Safeguarding Training via the National College is completed. – KM acknowledged that they had still not completed the training and had been unsure on the link to use.</p> <p>Organise a parent nomination and election process – on hold pending discussions with NP/AL Trust in light of agenda item 2a).</p> <p>Include an appropriate request for new Governors in the local newsletters. – NP confirmed this had been included.</p> <p>Prepare an article about the Governors to include in the weekly parent communication at the start of the Spring Term. – AH apologised for not having dealt with this. It was agreed this would not be prepared in light of agenda item 2a).</p> <p>A Governor confirmed they had had a conversation with one of the school volunteers about considering joining the LGB. Unfortunately, having given it some thought, the volunteer was unable to take up the role.</p> <p>Consider dates for school events and arrange for Governors to attend. – Governors were unsure of events that were coming up. NP confirmed there would be parent evenings on 12 March (for Wimbish) and 10 March (for Meadow). There is a production at Meadow on 26 March which Governors can attend. Anyone attending as a Governor should let the office know, subject to any development under agenda item 2a). Several Governors had attended events as parents.</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>Questions had been raised by the Governors in advance of the meeting, shown in italics, as follows:-</p> <p><i>The number on roll at Wimbish is currently 35. Is there a minimum number of pupils that AL would consider necessary for maintaining a viable school? NP confirmed there are ongoing discussions regarding the minimum number of children and budgetary impacts. There has been considerable time spent to encourage new children into the school. There are certain issues with the bus and areas of the barracks that fall within the catchment area for Wimbish.</i></p> <p>A Governor asked if this was set in stone. NP confirmed that it was.</p> <p>There was a discussion around the way the area for children at the barracks who fall under Wimbish is worked out.</p> <p><i>There was a suggested strategic question asking what has the impact of OPAL been on providing enjoyable play opportunities during the winter weather? NBu confirmed the children had loved play times despite the wet weather. Bark chips will be provided when the ground is not so wet. Den building and play tyres are back on track. Indoor classrooms have been set up for wet days where subjects such as knitting, crochet and Lego are available for the children to engage with.</i></p> <p><i>Community, Behaviour and Safeguarding: there is no RAG rating for pupil voice for either school. Is this because this will all happen in the second half of the term? NP confirmed this is due to be started in the summer term.</i></p> <p><i>Teaching and Learning: it seems there is more progress in embedding creativity across the curriculum at Meadow than at Wimbish. Is this because it's more challenging to do this across multi-year classes? NP confirmed there are also multi-year classes at Meadow. This will now be a priority at Wimbish.</i></p> <p><i>Sharing of good practice, peer observation etc. seems to be well embedded at Meadow but less so at Wimbish. Is this because this is more difficult to organise in a small staffing structure? NP confirmed there were only 3 staff members at Wimbish which made it harder.</i></p> <p><i>When is it planned that the annual curriculum review cycle will start? NP confirmed the curriculum review will start in the summer.</i></p> <p>There were some questions raised prior to the meeting, but these were operational in nature and have not been included in these minutes.</p>	
5.	Curriculum	
	<p>IDSr reports and Statutory Outcomes forecasts had been provided for both schools for the Governors to read before the meeting.</p> <p>Questions had been raised by the Governors in advance of the meeting, shown in italics, as follows: -</p>	

	<p><i>IDSR for Meadow shows strong outcomes for Phonics. Is it going to be a challenge to keep this up, bearing in mind the forecast for the current cohort?</i> <i>NP confirmed it was always a challenge but was positive that the children should pass their Phonics checks.</i></p> <p><i>IDSR for Wimbish shows very good progress in terms of attendance and behaviour. Obviously lots of good work has been done with regard to this. Just wondering why there seems to be a mismatch between well above average SEND and well below average ECHPs?</i> <i>NP confirmed the SEND numbers are well above the National Average. Not many children that have SEND issues also need an EHCP. There have been delays with EHCPs being obtained, 2 recently received have been waiting for since January 2024.</i></p> <p>NP provided achievement tracking information in hard copy at the meeting. Data is dropped termly through the portal and the information provided for the Governors was the data drop from December 2025. The next drop will be on 10 March. Data provided covered all years apart from reception. NP confirmed the Fischer Family Trust dashboard is used to collate the data on a termly basis. NP showed the Governors an online example of how the data is uploaded and briefly explained to them how the process worked and how to interpret and assess the data that had been provided to them.</p> <p>A Governor asked if the process applied across all primaries in the Trust. NP confirmed no. Schools choose how they want to collate data for assessment based on their curriculum set from the National Curriculum.</p> <p>NP talked through the summary for year 6 and explained how important the data was as it informs on expected levels. This enables the school to target those children who need additional support to close the gaps.</p> <p>There is an expectation to see progress at the next data drop that confirms the targeted support is having an impact.</p> <p>Pupil Premium and SEND data was also provided for the Governors as these are an Ofsted focus.</p> <p>NP provided the Governors with information for each year group and highlighted the specific areas and interpretation of the data. The data is used by class teachers to support regular pupil progress meetings.</p> <p>NP confirmed there were slight differences in the figures provided and a revised version of the data would be uploaded to the Teams folder, for information. Action: Upload revised achievement tracking data document.</p> <p>NP provided background to the data presented in respect of SEN and PP children.</p> <p>A Governor asked if it was possible for a child not achieving as expected to be deferred back for a year? NP confirmed it was not the best choice, but it was possible. The delays with EHCPs being issued is having an impact.</p>	<p style="text-align: center;">NP</p>
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	<p>There were no questions on the forecasted outcomes that had been provided.</p> <p>A Curriculum link Governor visit report had been included as an item on the agenda, but a visit had not taken place. This will need to be carried forward. Action: Curriculum link visit to take place.</p>	
6.	Safeguarding	
	<p>The Head Teachers report had been provided to the Governors to read before the meeting.</p> <p>A question had been raised by the Governors in advance of the meeting, shown in italics, as follows: -</p> <p><i>What is the frequency of Trust Safeguarding auditing and is there overlap between the roles/responsibilities of the Trust and LGB? Is this expected to change further in due course?</i></p> <p><i>NP confirmed there will always be an overlap. Leadership and Governance are considered together by Ofsted and leaders at all levels are accountable. The Trust Safeguarding audit does look at LGB minutes of meetings and Governor notes of visits to review areas of Safeguarding reported. NP confirmed it was not known if this would change.</i></p> <p>NP confirmed there was a Safeguarding audit coming up.</p> <p>A Governor asked what will happen to Safeguarding data if there is no Governing Board. NP confirmed the Trust would monitor.</p> <p>A question was raised asking how staff had been supported with the number of logs in MyConcern? NP confirmed to the Governors that there had been challenging times at Wimbish recently. The situation had a high impact on staff, some of whom had not experienced this before. The MyConcern logs were high as there was a requirement for minute details to be recorded in the logs. All of the staff will reflect on the lessons learned and make use of the employee assistance programme if required.</p> <p>NP confirmed that Faye Facer has been doing a lot of work around attendance and getting children into school. The attendance figures were included in the HT report.</p> <p>A link Governor visit report had been provided. There were no questions.</p>	
7.	Inclusion	
	<p>A link Governor visit report had been provided prior to the meeting.</p> <p>There were no questions raised by the Governors.</p>	
8	People & Leadership	
	<p>Sickness and other absence data tables had been provided prior to the meeting.</p>	

	<p>A question had been raised by the Governors in advance of the meeting, shown in italics, as follows: -</p> <p><i>Do you track the levels of sickness and absences against national figures? If so, how do the two schools compare?</i></p> <p><i>NP confirmed the Trust keeps an eye on all absence figures which are all tracked. There has been an impact, but most have been really good.</i></p> <p>There were no other questions about the absence data tables.</p>	
9.	Risk	
	<p>The Head Teachers report contained information regarding the premises of the two schools.</p> <p>A question had been raised by the Governors in advance of the meeting, shown in italics, as follows: -</p> <p><i>At Meadow the frozen pipes and subsequent staff injury were significant. Are there works planned that will reduce the risk of similar issues in the future?</i></p> <p><i>NP confirmed there was a significant cost to make the repairs but the plans for this are not fully known yet. The school is able to put in a bid to the Trust to be considered for funds to put towards the repairs.</i></p> <p>NP confirmed the biggest risks continued to be: -</p> <ul style="list-style-type: none"> • Number of pupils • Budgets • Change of the leadership team within the two schools <p>A Governor asked about the leadership team changes and the timing. NP confirmed that their role as Head Teacher ends on 30 April and NBu becomes interim executive Head Teacher to cover for the rest of the summer term.</p> <p>There was a discussion at this point of the meeting about the plans.</p>	
10.	Governance and Shared Services Team Matters	
	<p>CG confirmed there was no feedback from the Trust on Governance matters.</p> <p>The date of the next AGF meeting has been changed to 30 April to coincide with the Governance strategic review that is taking place.</p> <p>Attendance is still high on the AGF agenda.</p>	
11.	AOB	
	<p>The Governors wished NP good luck with their new role.</p> <p>NP thanked NBi for their role as Co-Chair of the LGB as this was their last meeting. Their role as parent Governor ends on 16 March 2026.</p> <p>NP also thanked all the Governors for their support.</p> <p>The meeting ended at 8pm.</p>	
12.	Date of the next meeting	
	To be confirmed but unlikely to be any further LGB meetings for 2025/26.	