

MINUTES for a meeting of the Full Governing Body of Hermitage Primary School**Date:** 8th October 2025**Time:** 4pm**Venue:** Hermitage Primary School

Governor	Role	Gov Category	Term Ends	In attendance
Brian Donlon	Chair	Appointed by GB/board	28 June 2027	Y
Harry Korkou	Vice Chair	Appointed by GB/board	23 November 2025	Y
Adam Young	Headteacher	Ex-officio - headteacher		Y
Alex Davidson		Appointed by GB/board	8 October 2026	Y
Stephen Haigh		Appointed by GB/board	2 May 2027	Y
James Ede		Elected by parents	4 October 2027	Y
Kathryn Davies		Elected by school staff	19 July 2026	Y
Matthew Bebbington		Elected by parents	3 October 2027	Apologies
Sarah Collier		Appointed by GB/board	19 November 2028	Y
Jude Steele		Parent elected	28 January 2029	Y
Dave Bradburn		Parent elected	28 January 2029	Y
Chrissy Petrou		Appointed by GB/Board	30 April 2029	

Also in attendance: Liz Chadwick (School Business Manager) and Su Turner (Clerk)

NON CONFIDENTIAL MINUTES

1	Welcome and Apologies The clerk led the opening of the meeting and noted apologies from Matthew Bebbington which were accepted by the board.
2	Appointment of Chair / Vice Chair Harry Korkou was nominated and seconded for the position of chair. No other nominations were received. Outcome: Harry Korkou was elected as chair for this academic year Sarah Collier was nominated and seconded for the position of Vice chair. Outcome: Sarah Collier was elected as Vice Chair for the academic year Action 2a: BD to support and mentor SC in her new role.
2	Declarations of Interest

	HK declared that he was employed by Everybody and works on the Bikeability scheme. AY declared that his wife is head of Comberbach Primary. All governors had updated their declarations on GovernorHub. It was noted that all governors were also up to date with their safeguarding training		
3	Minutes of the meeting; The minutes of the FGB Meeting Part 1 held on 2.7.25 were approved as an accurate record of the meeting,		
4	Matters arising and actions from the previous meetings and any previous outstanding actions:		
	Date/ item	Action	Update 8th October 2025
	14a	Headteacher to finalise dates and times of next academic year meetings asap.	Completed
	30.4.25 5b	Governors to update their profiles, declarations and training via Governor Hub	Completed
	30.4.25 5c	Governors to complete the Board Effectiveness Tool (Skills Audit on Governor Hub Carry on accessing training	Sent a reminder and this will be needed before recruitment to vacant governor posts can begin.
5	Governance <u>To review any changes to governance</u> It was reported that sadly MB had resigned from the board due to changes to working commitments. Action 5a: School to run an election for parent governor using the skills audit to inform the skills needed. It was noted that HK's term was due to end on 23.11.25. HK confirmed his wish to continue. Outcome: HKs term of office will be extended to 23.11.29. A governor advised governors of the upcoming Cheshire East Governor Conference on 17.10.25, which is covering the Ofsted framework. There is a cost to the school. <u>Members of the Trust</u> The Clerk explained that as a single trust, there is a need to have a separate Members Board to strengthen governance and accountability. Members provide independent oversight of the Trust Board, ensuring it acts in line with the trust's charitable purpose and vision. This added layer of governance enhances transparency and public confidence. The Chair of the board can also be a Member, but the others need to be separate from the Trust Board (Governing Board).		

	The Trust can appoint members from the wider community, including individuals with relevant expertise or former governors who bring valuable knowledge of the school and its context Outcome: Governors accepted the need for a Members Board. Action 5b: Clerk to provide a description of the role of a Member, and draft wording for adverts or personal approaches. <u>Committee Membership</u> • Finance Premises Audit and Risk Outcome: The FPAR Committee membership was confirmed as: Alex Davidson, Stephen Haigh, James Ede, Harry Korkou and Brian Donlon Outcome: Brian Donlon was elected to chair of the committee. • Curriculum An informal Curriculum Committee will meet on 22nd October at 9am to review the format and structure of the committee for the coming year, in line with the new curriculum framework and a focus on inclusion. A working group has been formed to clarify roles and responsibilities, comprising SC, BD, JS, SH and the headteacher. <u>Allocation of Link Governor Roles and governor visit schedule</u> Outcome: Safeguarding Link Role was confirmed as SC, SEND as BD and H&S as AD. All other link roles will be confirmed following the working group on the 22nd October. <u>Reminder of governor role</u> BD reminded governors of the three core roles of a Governor, and that governors are not on the board to manage the school.
6	Finance LC advised governors that the Auditors are in beginning the audit this week, and this and further finance items will be taken to the first FPAR of this academic year.
7	Statutory Updates <u>Safeguarding</u> The Head reported that all safeguarding training is up to date. Whole-school refresher training, delivered by the Headteacher (DSL) during the September 2025 INSET day, ensured full compliance. All staff have accessed and acknowledged the latest safeguarding documents via Every. Safeguarding remains a standing agenda item at staff briefings and meetings, with concerns and updates shared appropriately. Staff participate in half-termly safeguarding scenarios (SCIES), and all staff, including midday and after-school club staff, are trained and actively using CPOMS to record and monitor safeguarding and behaviour concerns.

	• The new Headteacher has completed DSL training and attended the Cheshire East DSL briefing this half term. • DSL: Adam Young (Headteacher) • Deputy DSLs: Jill Cox and Steve Torrie • Safeguarding Governor: Sarah Collier – safeguarding link governor visit took place on Tuesday 7th October 2025. The headteacher reported the number of incidents, safeguarding concerns and children in receipt of additional multi-agency support. The headteacher reported that the school continues to promote a strong and open safeguarding culture, ensuring early identification of pupils needing support, timely referrals to external agencies, and robust procedures for safe recruitment and managing allegations. <u>GDPR</u> Nothing to report
8	Headteacher's Report A discussion took place on the format and frequency of the Headteacher's report. It was agreed that the Head would share his half termly report. The report for this meeting was not shared in advance, instead the head ran through the report in detail. The report has since been loaded to Governor Hub. The headteacher ran through: School context, noting pupil numbers of 208, attendance is 98.5% which is high and Persistent absence is low 4.5% There are 18 children in receipt of Pupil Premium, and 8 EAL which is lower than the national average. There are 33 children with SEND but of these only 13 have an EHCP. The headteacher reported that there had been one fixed term exclusion. Staff wellbeing The Head reported that: • Staff morale remains positive despite leadership changes, with well-being a key priority. A range of initiatives have been introduced, including regular staff recognition, workload reduction, and increased openness in communication. Staff feel consulted and supported, particularly in managing challenging behaviour. • Development of a Staff Well-being Policy will be brought to the next governors' meeting. • Staff performance management was being refined and will follow after his PM • His performance management had been arranged for the 21st October. Outcome: HTPM panel will include: HK and SH(BD as a deputy), 21.10.25 9.30am Behaviour and Attitudes The Head reported that: • Behaviour across the school remains strong, supported by consistent routines and the introduction of silent signals to prepare pupils for learning and transitions and with a focus this term on reducing low-level disruption and ensuring consistency of routines.

- The Behaviour Policy will be reviewed, and Zones of Regulation CPD continued. Child-friendly behaviour posters promoting “Ready, Respectful, Safe” are now displayed in all classrooms.
- Next steps include reinforcing pupils’ and parents’ understanding of bullying and how it is addressed in school.

Achievement

The headteacher reported on the end of year data summary for 2025. He ran through the data contained in his report:

- Achievement is broadly in line with the national figures (slightly below).
- Achievement will be targeted as a school development priority with a target of 80% of pupils meeting the expected standard in each core subject and 75% of all pupils achieving the expected standard in all areas. This would be above the National Standard in all areas.

A discussion took place on this data and also governors heard that for KS1 there is no statutory testing.

Parental Engagement

The Head reported that parental engagement has strengthened. Staff now contribute to weekly updates to school social media, and the redesigned newsletter; featuring pupil achievements, attendance, and messages from the Headteacher has received very positive feedback. A parent survey and one-to-one meetings have been introduced to enhance communication, and a new Communication Policy is being developed. The school’s promotion of a smartphone-free community has been well received, and PTA fundraising is supporting a new outdoor fitness zone. Future priorities include improving engagement with parents of SEND pupils through an online learning platform, half-termly SENCO drop-ins, and a SEND coffee morning.

School parent survey

Governors were provided with a copy of the results of the survey.

The Head reported that parent survey results were positive, with most parents expressing satisfaction across all areas of school life. Written feedback highlighted a few areas for further improvement, including communication, SEND provision, school lunches, uniform, and after-school clubs.

A discussion took place on how the school addresses concerns raised by the survey, with the headteacher explaining that it is anonymous so direct responses to the survey were not possible; however he had offered to meet with all parents, and had met with 15. Most parents are concerned with SEND

Communication was flagged as an area to review, and the headteacher confirmed that this has been strengthened. However it was noted that some parents are still not looking at the communications that are sent out. A discussion took place on parent class representatives and whether this would be useful to help with communications with parents.

The headteacher explained that it is his priority to improve communication. All staff now have access to social media and are required to post at least once per week. He is also working closely with the PTA.

The headteacher reported that another area was Uniform, and this is being looked into.

	Regarding Lunches, LC stated that there had been an issue with the catering company, and that this is now being more actively monitored to ensure that they are monitoring their staff. The school is currently trying to drive up numbers as the service is being run at a loss. Parents will be invited in to each with their child, and more promotion around the nutritional value of school meals will be undertaken. A Governor feedback comments on the recent sports event in that it was good to see all pupils being included in the teams fielded. It was very inclusive. Another governor commented on how visible the headteacher had been since starting at the school and that this was seen by parents. The headteacher expressed thanks to the staff for welcoming him.
9	Risk Register This will be reviewed at the FPAR meeting and be reported to the board in November.
10	Governor Monitoring Reports Governors were reminded to write up visits on Governor Hub
11	Policies Governors reviewed the policies for approval. A Governor raised that policy formats currently vary, making review more difficult, and requested a standardised format where possible. It was also noted that seven days' notice to review policies was insufficient. Discussion followed, acknowledging that some policies adopted from Cheshire East cannot be amended and that governors would benefit from clearer visibility of changes. Outcome: A change log will be added to every policy to show amendments. Policies will be shared at the start of the agenda-setting process, three weeks before each meeting, allowing governors to submit comments via GovernorHub for the Headteacher to respond to through policy amendments or commentary. Action 11a: Headteacher to add a change log to each policy to show the changes made Action 11b: Headteacher/ clerk to review an annual planner of business and include which policies are to be reviewed by each FGBs across the year. <u>Policies for Approval</u> • • Admission Policy • Allegations of abuse • Behaviour Policy • Child on child abuse policy • Emergency closure policy • Safeguarding and child protection • Sustainability action plan • ICT and internet acceptable use • Online safety Policy • Supporting pupils with medical needs Policy Outcome: The above policies were approved

12	AOB There were no items of AOB
13	Date of future meetings <u>FGB</u> 26.11.25, 21.01.26, 29.04.26, 24.06.26
	Part Two Business To discuss confidential matters under a separate agenda.