

MINUTES of a meeting of the Full Governing Body of Hermitage Primary School**Date:** 29.4.26**Time:** 4pm**Venue:** Hermitage Primary School

Governor	Role	Gov Category	In attendance
Harry Korkou	Chair	Appointed by GB/board	Y
Sarah Collier	Vice Chair	Appointed by GB/board	Y
Brian Donlon		Appointed by GB/board	Y
Adam Young	Headteacher	Ex-officio - headteacher	Y
Alex Davidson		Appointed by GB/board	Y
Stephen Haigh		Appointed by GB/board	Y
James Ede		Elected by parents	N
Kathryn Davies		Elected by school staff	Y
Aimee Owen		Elected by parents	Y
Jude Steele		Parent elected	Y
Dave Bradburn		Parent elected	Y
Chrissy Petrou		Appointed by GB/Board	Y

Also in attendance: Liz Chadwick SBM, Jill Cox DHT and Su Turner Clerk**NON CONFIDENTIAL MINUTES**

1	Welcome and Apologies The chair welcomed all to the meeting. James Ede was not in attendance. Post meeting note: James Ede sent apologies during the meeting, but these were not considered by the board.
2	Declarations of Interest There were no declaration of interest.
3	Minutes of the meeting;

	Governors reviewed the minutes of the meeting held on 21.1.26 and confirmed that they were an accurate record of the meeting.		
4	Matters arising and actions from the previous meetings and any previous outstanding actions:		
	Date/ item	Action	Update (29.4.26)
	4a	HK to support CP and AO at their first link visit.	Not required - complete
	4b	Clerk to send template Link Pack	Completed
	8a	Governors to view the video on SEND shared by the SENDCo.	Completed
	10a	Behaviour data to be presented term by term so that governors can analyse trends.	On the agenda - Completed
	26.11.25: 5b	HT to arrange for Members of the Board to meet with other members from single school academies	Not been able to meet with members from another SAT - ongoing
	8.10.25: 2a	BD to support and mentor SC in her new role.	Completed and ongoing support
	8.10.25: 11b	Headteacher/ clerk to review an annual planner of business and include which policies are to be reviewed by each FGBs across the year.	Completed
	30.4.25: 5c	Governors to complete the Board Effectiveness Tool (Skills Audit on Governor Hub Carry on accessing training	All completed except staff. Clerk to review
5	Governance Ending Terms of Office Governors noted the end of term for the Staff Governor. Action 5a: The school to run a staff election Recruitment / Training updates - AD and SC have attended RADY training - BD and SC have undertaken training via GovernorHub Action 5b: all governors were reminded to add their completed training to the profile on GovernorHub Governance Review The Chair explained that while the Board has previously engaged in internal self-reflection, they are now seeking an External Review of Governance (ERG). LC reported that two quotes had been received for the review, one for £2,000 and another for £2,800, noting that both proposals offered identical coverage of services.		

	While it was recognised that the costs fall below the threshold requiring FGB approval, the Board approved proceeding with the ERG in principle and delegated the final decision and choice of provider to the staff. LC advised that it is intended for the ERG to take place in the Autumn Term, following the implementation of changes to the governance structure with the introduction of the members board, as otherwise this would be flagged within any review. Outcome: The Board approved the commissioning of an ERG to commence in the autumn term. FPAR Minutes from the 18th March 2026 Governors confirmed that they had received the minutes, there were no questions. School Food Standards BD highlighted an item in the Cheshire East Bulletin, which introduced proposed new food standards and the recommendation to appoint a specific link governor to oversee both food quality and allergy management. During the discussion, the board noted that these standards are currently in the consultation phase, including the requirements regarding allergy oversight. <i>Q: Does the school have an Allergy Policy?</i> <i>R: To ensure compliance, the school is working toward implementing a formal allergies policy for the September term.</i> It was acknowledged that since the catering service is contracted out, the school's direct management responsibilities are somewhat mitigated. A suggestion was made that when this is implemented these roles could be integrated into the Health and Safety Link.
6	Challenge Partners The Board received the Challenge Partners Report following the March review, noting the school was graded as "Effective." The report highlighted several strengths, including active governance, positive parent feedback, strong SEND leadership, and strong phonics and attendance. The report also praised the children. Key areas for development include aligning subject leader monitoring with Ofsted standards and assessment consistency. The headteacher explained that he is exploring systems for summative assessment to better identify and close learning gaps through test paper analysis and external moderation. <i>Q: Of these improvement areas, are they within the School's SDP?</i> <i>R: The headteacher explained that the areas of improvement identified are already on the school's improvement plan</i> Regarding the SDP, the headteacher explained that the priorities will roll forward into next year to ensure objectives are fully embedded. While the review was rigorous and helped to prepare for Ofsted, the Board agreed with the Headteachers recommendation not to renew the Challenge Partners subscription next year. Instead, the school will focus on consolidating current progress before seeking further external validation. <i>Q: Are you confident that the school has the resources to take action on the SDP?</i> <i>R: Yes, the headteacher explained that there is capacity</i>

7	School Development Plan This had been covered above, and the SDP will roll forward to ensure it is implemented and embedded.
8	Safeguarding The Board reviewed the safeguarding report, noting a successful reduction in Early Help cases and the effective use of the vulnerable tracker. It was confirmed that no pupils remain on part-time timetables. For the few children marked as "Cause for Concern," the school is maintaining oversight via CPOMs. The Clerk highlighted that there is a new Working together 2026, with key changes that have come into force. Action 8a: The Headteacher to ensure governors are aware of the changes in Working Together 2026.
9	Headteacher's Report The Headteacher's report had been circulated in advance; the headteacher summarised the following: • Pupil numbers are 205 pupils, with 47 first-choice applications for Reception, despite a regional dip in pupil numbers, the school remains popular, there is also a high sibling intake. It was noted that whilst reception may be oversubscribed, there are gaps in other years. Action 9a: Add gaps to the Newsletter to see if parents can share this information. • Attendance remains strong at above 96%, with persistent absence below national averages; the Headteacher reported that there was some concern with his attendance competition, he explained that the purpose was to deter term-time holidays, however there was concern regarding medical appointments. A discussion took place on steps to ensure parents do not take their child out in term time. • The board noted the school's "Effective" grading from Challenge Partners and reviewed the Spring term data. <i>Q: A Governor noted the high number of children with SEND and asked how the schools classify this?</i> <i>R: The Headteacher explained that SEND classification is managed through two main routes: Pupil Progress meetings, where barriers to learning are identified if a child is not progressing, and Teacher Referrals for initial concerns. The school utilises an internal referral form and the "Plan, Do, Review" cycle; a child typically requires two cycles of SEND support before an EHCP application is considered. While the school's SEND numbers are higher than the national average, they remain consistent with local figures, and leadership continuously reviews the register to distinguish between genuine SEND needs and temporary learning gaps.</i> <i>Q: A Governor enquired about the specific interventions in place for Pupil Premium (PP) students.</i> <i>R: The headteacher confirmed that PP remains a core priority within the School Development Plan (SDP). Governors were informed how the school utilises a tiered funding model, allocating 50% to High-Quality Teaching (Tier 1) and the remaining 50% split between targeted academic interventions and enrichment activities, such as subsidising trips and club places. Beyond raw data, the school</i>

	<i>uses RADY training and detailed case studies to measure impact. Furthermore, a "know the family" approach is used to provide bespoke financial support and to encourage eligible families to apply for Free School Meals (FSM), ensuring the school captures all available census funding.</i> Action 9b: develop and share PP case studies with governors to show non-data led impact. The Board reviewed the Spring term data, the headteacher explained the distinction between the summative assessments used for Reading and Maths and the teacher-assessed nature of Writing, where objectives are tracked across the full year for summer achievement. <i>Q: A Governor queried the polarised data for the combined Year 4 and 5 cohorts.</i> <i>R: The Headteacher explained that while many pupils are exceeding expectations, a high concentration of SEND needs in these year groups has created a dip in overall attainment. To address this and mitigate the developmental impact of the pandemic, SLT is prioritising foundational skills and targeted interventions.</i> <i>Q: How are Year 6 doing?</i> <i>R: The Headteacher explained that year 6 sat mock SATs prior to Easter and the results were strong.</i>
10	Governor Monitoring Reports The following Governors had undertaken link visits: • SC: Pupil Voice • AO & CP: Personal Development and Wellbeing • DB: SEND • AO & SH: EYFS • BC and HK: Teaching and Curriculum The clerk advised that there is a special section now on GovernorHub for governors to load their visit forms to. Action: 10a: Governors to ensure that they write up their link visit and place in the section on GovernorHub
11	Policies To ratify the policies approved at FPAR 18.3.26: • Accounting Policy • Charging & Remissions Policy • Governor Allowances • Reserves Policy • Scheme of Delegation • Lone Working • Photo Use • CCTV Outcome: The above policies were ratified. Policies for approval by FGB: • GDPR • Health and Safety • Health and safety Policy Statement Outcome: The above policies were approved

	• PSHE Inc RSE and Drugs and alcohol The headteacher explained that as the policy was only added shortly before the meeting, he asked that Governors review the policy and approve on Governor Hub. He also advised that the policy will change again in September to reflect new guidance
12	AOB None
13	Dates of Next Meeting <u>FGB</u> The next FGB was changed to 23rd June 2026 at 4pm <u>Finance, Audit, Risk and Premises Committee</u> 17th June 2026 @ 9.00am
14	Future Dates - see below The board considered the proposed dates and approved their adoption.
	Part Two Business To discuss confidential matters under a separate agenda.

Full Governing Board Wednesday	AGM	FPAR
7.10.26	20.1.27	18.11.26
25.11.26		17.3.27
20.1.27		16.6.27
28.4.27		
23.6.27		