

Minutes of a meeting of the Full Governing Body of Hermitage Primary School

Date: 26th November 2025

Time: 4pm

Venue: Hermitage Primary School



Governor	Role	Gov Category	Term Ends	Attendance
Harry Korkou	Chair	Appointed by GB/board	23 November 2029	Y
Sarah Collier	Vice Chair	Appointed by GB/board	19 November 2028	N
Brian Donlon		Appointed by GB/board	28 June 2027	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	Resigned
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	Y
Aimee Owen		Parent elected	November 2029	Y

Su Turner (Shaping Governance)	Clerk
Liz Chadwick	Associate Governor, School Business Manager
Jill Cox	Associate Governor, Deputy Headteacher

NON CONFIDENTIAL AGENDA

1	Welcome and Apologies Sarah Collier – Apologies received Jill Cox – Apologies received Matthew Bebbington resigned at the last meeting Aimee Owen – Parent elected and welcomed to the Board Outcome: The apologies were accepted by the board Each Governor introduced themselves and gave a brief background of their experiences and background.
2	Declarations of Interest - Governors to declare any interest in specific agenda items at this meeting. - No DoI shared at the meeting - Governors to declare any update in the business register of interest.

	No declarations made in the business register		
3	Minutes of the meeting; To confirm the minutes of the FGB Meeting Part 1 held on 8.10.25 as an accurate record of the meeting, to be signed by the Chair Outcome Governors agreed that the minutes were a true and accurate record of the meeting held on 8.10.25 <i>GQ – Pupil premium is reported as 18 children on the last HT report, but that is different to the Finance information – is this correct?</i> <i>Response – We will visit this question through the HT report</i>		
4	Matters arising and actions from the previous meetings and any previous outstanding actions:		
	Date/ item	Action	Update 26.11.25
	2a	BD to support and mentor SC in her new role.	This is ongoing
	5a	School to run an election for parent governor using the skills audit to inform the skills needed.	Completed
	5b	Clerk to provide a description of the role of a Member, and draft wording for adverts or personal approaches.	Completed
	11a	Headteacher to add a change log to each policy to show the changes made	Completed ; The HT shared additional information; <i>There are 2 folders; one for Cheshire East policies; one for bespoke policies</i>
	11b	Headteacher/ clerk to review an annual planner of business and include which policies are to be reviewed by each FGBs across the year.	Ongoing There is an overview for the year for policy renewal. Action; Clerk to work with governors to spread out renewal of policies
	30.4.25 5c	Governors to complete the Board Effectiveness Tool (Skills Audit on Governor Hub Carry on accessing training	Ongoing
5	Governance To review any changes to governance A new parent governor was elected and welcomed to the Board. HT contacted two single school MATs to see how their Members are set up. They are happy to speak with governors at Hermitage about this. Once a year the HT will provide a report for Trustees and Members to inform them Action 5a; Chair to step up to the Members' role Action 5b; HT to arrange for Members of the Board to meet with other members from single school academies		

	<i>G statement It would be helpful to have a job description of a member of an academy</i> - Recruitment / Training updates There were no recruitment or training updates for this agenda item. The HT shared that he would go into more detail via his HT's report. One governor shared that they had attended the Renewed Ofsted Framework - To receive the FPAR Minutes from the 19th November 2025 The minutes had been received, but as they had only recently been received, governors had not had time to read through them. Action 5c; Governors to read through the Finance minutes from 19th November meeting
6	Finance - Management Accounts - Reporting and financial statements YE 31.8.25 Governors were happy to approve the accounts before they were submitted at the end of December. There were no concerns or issues related to the accounts.
7	Audit - External Audit Findings Report - Internal Audit - Management Rep Letter Governors thanked the SBM for the work she has completed to ensure the accounts are ready to be submitted The SBM shared that Governors could decide to use internal auditors to complete the external audits and find a different internal auditor. The SBM has approached several accountants to complete the external audit, but there is a reluctance to work with a single school academy. Governance, Payroll and Cash and Bank are to be internally audited (2 areas will be audited in the Spring term and on area will be audited in the summer term. This was due to the external audit taking place in the Autumn Term)
8	School Development School Improvement Partner Visit Kevan Naughton visited school in October 2025. School Improvement priorities are linked to the Renewed Framework expectations. Through the Renewed Framework, there is a focus on SEND and Disadvantaged pupils; their achievement, their attendance and their sense of belonging in school. The HT shared that during the past 3 years, disadvantaged children have not achieved as well as non-disadvantaged children. The HT went onto share that Leaders are developing a system for earlier identification for SEND pupils and targeting their provision with high quality teaching. In the EYFS, enhancements need to be developed to ensure all children are focused and engaged and challenged in their learning. Assessment is to be a focus and further developed. Current assessment processes lack rigour. The Ht shared that Leaders were developing a system where gaps can be identified and appropriate provision is made.

2 Teachers were currently trialling Insight as a tracking system alongside information sharing in Pupil Progress meetings. The HT recognised that this could increase workload, but training and time would be given to ensure that all teachers can embed this new system into their practise.

The School Improvement Partner (SIP) identified Behaviour as calm and orderly. He also saw how extra curriculum opportunities were rich for Hermitage children. The SIP identified Executive Function for EYFS children is strong as they start school with the skills required to learn.

- To receive an update on the School Development Plan

The HT shared a document which was a 3 year strategy outlining key areas for improvement. KS2 children's outcomes are broadly in line with national averages, but the demographic indicates that outcomes for Hermitage children should be higher. The HT shared that Writing, Inclusion and Assessment were all focus areas for improvement.

The HT shared the following information from the SDP;

Grow – To develop extra curricular activities further and to develop a Reading spine to enhance reading for pleasure across the school.

Behaviour – To enhance self-regulation skills for all Hermitage children

Parental Engagement was to be further developed with a particularly focus on supporting parents to support their SEND children

Developing children as leaders aims to build sustainability into positive PSED outcomes

The HT shared that there was a strong culture for staff well being and this needs to continue

The HT has identified that Arithmetic in Maths needs to have a more acute focus including the multiplication times table check

Leaders are keen to provide Hermitage children more diverse opportunities to highlight the Diversity we have in Britain and therefore develop children's understanding.

*GQ; Key Success Indicators – how will we measure progress in these boxes
Response; I will add KS2 outcomes to to the SDP*

*GQ; Insight trial – is this for the whole school?
Response; No, just Y1 and Y6. The Y6 teacher has used it before and we need the Y6 data on there. In Y1 there is a job share so they can work together to use it. By Easter, all staff will be using Insight to track their children's progress*

*GQ; Can we use this as comms for the SEND parents
Response; There are small steps progress on the Insight system so parents can see the progress of their children. On the current system, parents of SEND children can't see this progress.*

*GQ; Where does the resourcing sit with the new plan? Have you had chance to cost this through resourcing it?
Response; In terms of resources, there will be a cost – I will add an additional column. This can be further scrutinised at the finance meeting.
GQ; Have teachers 'signed up' to this plan?*

	<i>Response; SLT have worked on the plan and other staff have been involved via feedback opportunities at staff meetings</i> Action 8a; HT to add KS2 outcomes to the SDP Action 8b; HT to add a costing column to the SDP
9	Ofsted Framework The HT shared that the Allocation of Governor roles should link to the Renewed Framework areas. Curriculum Committee met and agreed that there would be 2 governors linked to each of these areas. The following roles and the responsible governors were shared at the meeting as follows; Inclusion – Brian and Dave H and S – Alex and Stephen Curriculum, Teaching and Achievement – Brian and Harry GDPR - Chrissie and James Attendance and Behaviour – Jude and Alex PD and Well Being – Chrissie and Aimee Leadership and Governance – Chair and Sarah Safeguarding - Sarah and Dave EYFS – Aimee and Stephen Action 9a; Governors to access training for link visits. National College will provide training this. Action 9b; Clerk to highlight relevant training via Governor Hub Action; Laura to check usernames and passwords of the National College for all governors <i>GQ; Is there a member of staff linked to each of these areas?</i> <i>Response; Yes there is, I will share this with all governors via email</i> Action 9c; HT to email governors with link staff members One Governor shared the importance of completing a link visit form once visits have been carried out
10	Safeguarding • To receive an update including data, updates and training The HT shared that this information is in his HT's report.
11	Headteacher's Report • To discuss the report received in advance including; ○ Behaviour ○ Attendance / Exclusions ○ Staff wellbeing ○ Curriculum & Assessment review ○ Parental Engagement All governors have accessed the HT's report. The HT highlighted some areas of his report in the meeting;

	The SBM explained Pupil Premium (PP) funding and how it was allocated. The SBM also shared that the HT's PP figures were always higher than the financial figures due to when funding is allocated. Currently, 8% of Hermitage children are in receipt of PP funding. SEND children figures were higher than national due to the Resource Provision as part of the school. The HT explained that 2 TAs had been recruited. Teachers and TAs had accessed Level 2 Team Teach training for positive handling. The HT has attended the Local Authority Designated Safeguarding Lead training. The HT shared that the Behaviour policy has been updated. There were 8 steps in the old behaviour policy – leaders have now changed this to 4 steps. The HT went on to share that low level disruption in Y3 and Y4 is a focus for improvement. There are rewards in the Behaviour Policy linked to values which have been agreed by all staff. The HT highlighted the reason for attendance dipping was due to some EYFS taking time off to visit Lapland UK. Action 11a; New Governors to have Safeguarding Training and complete Prevent Training The HT shared strengths and developing areas through the IDSR and has uploaded this for Governors to read. Action 11b; Governors to follow the link to access the school's IDSR (HT to provide the link) The HT shared that a SEND newsletter has been written and will be sent out each half term for families of children with SEND. The HT listed further engagement actions. <i>GQ; Have we got any AI development to add to our SDP?</i> <i>Response; We are currently fact finding for school's use. The Computing Lead is completing this piece of work.</i>
12	Risk Register The HT shared that the top 3 current risks are; Cyber security Resource Provision (further information in Part 2) New HT
13	Governor Monitoring Reports Feedback from recent governor visits and impact on school performance SEND and Safeguarding link visits took place in Autumn 1. The HT shared that he was still awaiting reports Action 13a; SEND and Safeguarding Link Visit Reports to be uploaded onto Governor Hub in the 26.11.25 folder
14	Policies <u>Policies for Approval</u>

	Conflicts of interest Policy <u>Policies to be ratified</u> at FTB, following FPAR approval • Academies Financial Handbook • Appropriate Policy • Asbestos Policy • Capability of Support Staff • Capability of Teaching Staff • Capitalisation and Depreciation • Finance Manual • Pay Policy - Support Staff • Pay Policy - Teaching Staff • Performance Management - Support Staff • Performance management - Teaching Staff • Risk Assessment Policy • Staff Wellbeing policy • Travel and Expenses Policy <i>GQ; Should I be signing each of these policies?</i> <i>Response; All policies have been shared in other committee meetings, but need ratifying at Full Governors</i> The HT shared that staff well-being is positive and shared well- being actions including a well- being policy. The policy included a well-being lead on the staff team. <i>GQ; How was the well-being policy written?</i> <i>Response; The HT wrote it and shared it with other staff; introducing the well-being champion</i> Outcome; All above named policies ratified
15	AOB <i>GQ; asked if a new HT should remain on the risk register?</i> <i>Response; For the first year it is important to raise this with governors and their (HT's) impact can be measured at the end of the year.</i>
16	Date of next meeting FGB 21.1.26
	Part Two Business To discuss confidential matters under a separate agenda.