

School: Manor Park Infant and Nursery
Meeting title: Curriculum and Strategic Development Committee (including Finance)
Date and time: Wednesday 5 November 2025 at 4.00pm
Location: Online via Teams

Membership
 'A' denotes absence

A	Mrs J Alexander-Brown Mrs S Castle (chair) Ms D Driscoll Mrs T Evans Mrs D Finch Mrs V Gilmore – from 4.15pm Miss S Hanson (headteacher) Mr N Herbert Mr A Meads Mrs J Morris Mrs C Taylor
A	Mrs J Varley

In attendance

Mrs R Bower (deputy headteacher/SENCO)
 Mrs K Roberts (school business manager)
 Ms C Baird (clerk to governors)

C&SD/23/25 Apologies for absence Action

Apologies for absence were received and accepted from Mrs Alexander-Brown and Mrs Varley.

C&SD/24/25 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Governors to update annual declarations on Governor Hub in advance of the autumn FGB meeting.

All

C&SD/25/25 Approval of minutes of the last meeting

The minutes of the committee meeting held on 30 April 2025 were approved as a true record and will be signed electronically by the chair.

C&SD/26/25 Review of actions

C&SD/15/25 – Governor visits: Mrs Castle urged all governors to visit the school more frequently if possible. Mrs Castle to circulate information about the school calendar for the remainder of the autumn term, with governors to visit activities and events linked to their subject monitoring responsibilities. Full list of link governor responsibilities to be discussed at the autumn FGB meeting.

SC/All

With reference to item *GB/26/25* from the summer term FGB meeting, the headteacher confirmed that further quotes were obtained for the refurbishment of the outdoor play equipment and that the work had been carried out.

Q: Why is the new play equipment still cordoned off?

A: We are awaiting final checks, including risk assessment, which are scheduled to be carried out on 6 November 2025 and then the equipment will be ready to use.

Q: When will the 100 number square be added?

A: This has been chased and we are awaiting an update.

With reference to item *GB/26/25* from the summer term FGB meeting, Mr Meads gave an update on the parish council and funding.

Q: Where are the parish council decisions documented? Are minutes of their meetings available?

A: The decisions are documented in the meeting minutes – Mr Meads to provide a copy of the minutes to Mrs Castle. **AM**

Mrs Castle, Mrs Gilmore, Mr Meads and Mr Herbert to meet to discuss this matter in detail and feed back at the autumn FGB meeting. **SC/VG/AM/NH**

C&SD/27/25 Training

Mrs Castle drew governors' attention to online training on the new Ofsted framework, to take place on 27 November 2025 at 4.30pm via Governor Hub Knowledge.

The headteacher confirmed that all governors had updated their safeguarding training.

C&SD/28/25 Data review

The headteacher stated that the data review had taken place in the summer term and that the new data would be discussed at the autumn term FGB meeting, including current baselines and progress, with the next data drop to take place w/c 8 December 2025. The headteacher confirmed that all data up to and including data from July 2025 had been published on the school website.

C&SD/29/25 Curriculum update

The headteacher gave a summary of the most recent School Improvement Adviser visit, highlighting the following:

- Curriculum is embedded.
- Teaching observed to be consistently good if not better.
- Early years identified as a strength.
- Excellent SEND provision.
- Curriculum drivers – diversity, equality and future aspirations.
- Inclusion is a mindset not a policy.
- Curriculum is inclusive, with adaptive teaching across the school.
- Introduction of the Nelson Handwriting Scheme.

Governors stated that they had observed embedding of protected characteristics across the school, in assemblies and on displays. Governors stated that they had observed evidence of the accessibility of the curriculum to all children during monitoring visits, including adaptive teaching and targets and use of B-Squared.

Mrs Bowers stated that the curriculum was now in the second cycle and that further improvements were being made, for example, the introduction of a new history topic and changes to book choices in EYFS to provide variety and improve engagement.

Q: Are staff consulted on what has worked well in the curriculum?

A: Curriculum leads discuss this with staff and the staff are very reflective in

general, for example, discussions of how texts link to topics and how to build on prior knowledge.

Q: What does the Nelson Handwriting Scheme do?

A: This scheme teaches cursive writing from Y2 and also includes number formation. It is used across the family of schools.

C&SD/30/25 Financial update

Mrs Roberts stated that she was to meet with the school finance partner on 10 November 2025 to discuss the budget in detail and highlighted the following financial aspects:

- Increased costs for Arbor.
- Increased amount spent on books.
- Staffing costs to be analysed.
- Increased costs for catering and cleaning since move from local authority to Verta – accurate figures will be available on 10 November 2025.

Q: Does the school have a choice who they can use for cleaning and catering?

A: We could look at other providers but then we would lose the existing staff who are very good and also absence cover might not be guaranteed. We could consider changing providers when the current staff retire. However, it may be useful to look at comparative costs for other providers.

Q: Have the costs for catering and cleaning increased more than inflation?

A: Yes, they have gone up c£1,000 per month.

Mr Herbert to meet with Mrs Roberts on 10 November 2025 to discuss the budget in detail.

NH/KR

Governors **approved** the new contract for FMS (financial management system).

C&SD/31/25 Determination of confidentiality of business

No items were deemed confidential and governors

agreed

all reports and papers be made available as necessary.

C&SD/32/25 Date of next meeting

Governors noted the following committee meeting dates

Spring: Wednesday 28 January 2026 at 4,00pm

Summer: Wednesday 22 April 2026 at 4.00pm.

The meeting closed at 5.00pm.

Signed

(chair)

Date 28 January 2026

