

MINUTES OF MEETING

School: Manor Park Infant and Nursery
Meeting title: Autumn term meeting of the governing body
Date and time: Thursday 20 November 2025 at 4.00pm
Location: At the school

Membership
'A' denotes absence

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

In attendance

Mrs R Bower (deputy headteacher/SENCO)
Mrs H Dolby (nursery lead) – left 5.30pm
Mrs K Roberts (office manager)
Ms C Baird (clerk to governors)

GB/42/25 Apologies for absence Action

Apologies for absence were received and accepted from Ms Driscoll and Mrs Taylor.

GB/43/25 Declaration of interest

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

Governors to complete annual declarations for 2025/26 and update their profile on Governor Hub when they have done so. **All**

GB/44/25 Review of membership and terms of office ending in the next 12 months

The headteacher informed governors that Mrs Alexander-Brown had resigned from the governing body.

Headteacher to start the parent governor election process. **Head**

It was agreed that Mrs Castle be temporarily appointed link governor for SEND.

GB/45/25 Determination of terms of office for chair and vice-chair

Governors **agreed** that this would continue to be one year.

GB/46/25 Election of chair of governors

Governors discussed succession planning for the governing body and the proposal that two co-chairs be elected for the coming year. Mrs Castle and Mr Herbert stated that they were willing to stand as co-chairs. There were no other nominations. Mrs Castle and Mr Herbert left the meeting to allow discussion of their nominations.

Following a vote, it was

resolved

that Mrs Castle and Mr Herbert be appointed co-chairs of the governing body.

GB/47/25 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term meeting held on 9 July 2025, having been previously circulated, were confirmed and signed by the chair.

Review of actions

GB/26/25 – The headteacher gave an update on the installation of the new playground equipment.

Q: Has the reason for the delay in children being allowed to use the new equipment been communicated to parents?

A: Headteacher to write to parents.

Head

Q: Do you feel you are receiving an appropriate level of support from the supplier?

A: They can be helpful but we do not always get answers quickly.

Q: Is there any scope to receive a discount due to the inconvenience?

A: Headteacher to email the supplier, copying in Mr Herbert.

Head

GB/34/25 – Ongoing action: Mrs Castle to upload revised scheme of delegation for 2025/26 to Governor Hub for approval by all governors. **SC**

GB/48/25 Approval of policies

Governors **approved** the following policies:

- Child protection
- Complaints

Headteacher to amend pay policy.

Head

Governors to approve all policies listed on Governor Hub by the end of the autumn term. **All**

GB/49/25 Overseeing financial performance - financial reporting

Mr Herbert gave feedback from his finance monitoring visit.

Governors noted the budget documents which had been uploaded to Governor Hub.

Mrs Roberts drew governors' attention to the following aspects of the November 2025 budget reforecast:

- Improved budget position, with a c£115,000 surplus projected for the end of the year.
- Three-year budget plan has a deficit of c£110,000 in 2027/28.

Q: Why has the budget position improved?

A: Increased pupil numbers, increased SEN funding, revised staffing plan.

Staff left the meeting to allow the headteacher to give an overview of the revised staffing plan.

Governors

approved

the November 2025 budget reforecast.

GB/50/25 Holding executive leaders to account - summary of headteacher's report and governors' questions and challenge

The headteacher highlighted the following aspects of her report:

- 173 pupils on roll.
- Low nursery intake in September 2025 but more new starters in January 2026.
- Attendance – currently 95.4% (national 95%).
- No exclusions since the last report.
- CLA update, including relevant training.
- Staffing and recruitment update.
- Appraisal update – noted that observations had been carried out and that targets would be set by the end of the autumn term and be in line with the SIP and SEF.
- Mrs Finch and Mrs Varley to carry out a health and safety monitoring visit.

DF/JV

Governors **agreed** that a pay committee consisting of Mrs Finch, Mr Herbert and Mr Meads would consider the recommendations from the headteacher and present their findings to the governing body for ratification.

DF/NH/AM

Mrs Dolby presented a data update for F1, stating that nursery numbers were expected to reach 60 by April 2026.

Mrs Morris presented a data update for F2, noting that 33% of the cohort were in receipt of pupil premium and stating that improvements in published data were expected. **In response to a governor question**, the headteacher gave an overview of cohort-specific reasons for previously poor EYFS data.

Mrs Bower presented a data update for Y1, highlighting the following:

- 33% children classed as disadvantaged (higher than national) – anonymised analysis of disadvantaged groups circulated, noting that a number of children fall in to two or more categories.
- 80% of cohort summer born – noted that this is significant in this age group.
- Termly tracking of pupil premium by class teachers, including record of interventions, which is cross-referenced with attendance.

Mrs Bower presented a data update for Y2, including an overview of data comparison with the previous year. Mrs Bower stated that need was being met through quality first teaching and interventions. Mrs Bower noted the concern register of children who are being monitored but are not on the SEN register.

GB/51/25 Update on appraisal process for headteacher

The headteacher stated that the external adviser was Fiona McNally.

The appraisal governors were confirmed as Mrs Castle and Mrs Gilmore, with QA to be provided by Mrs Taylor.

GB/52/25 Receive and scrutinise headteacher's annual report on whole school appraisal process

Included in headteacher's report.

GB/53/25 Update on headteacher and staff wellbeing

Mrs Castle noted governors' concerns around staff injuries due to increased level of need in school.

The headteacher stated that every INSET day included a wellbeing aspect.

Governors noted the need to appoint a wellbeing link governor.

Q: Does the school have a mental health first aider?

A: No – headteacher to look into this.

Head

Q: How are injuries to staff dealt with?

A: They are initially treated by first aiders if possible. Feedback from the family SENCO suggests that this is an issue in other schools. Our staff are extremely understanding and appreciate that the children displaying a response not a behaviour. Staff are rotated so that they do not always work with the same children. We carry out risk assessments and are going to provide staff with walkie talkies.

Q: Are additional risk assessments carried out for individual children?

A: Yes, for certain children. The RAs are signed by parents and are specific to that child.

Q: Are parents supportive in this?

A: Yes, parents are generally supportive.

Q: Who carries out the risk assessments?

		Action
	A: The SENCO. The RAs are reviewed annually or if there are any changes. We work with the inclusion support team, for example, to identify any triggers.	
GB/54/25	Ensure clarity of vision, ethos and strategic direction, set by governors	
	Headteacher to circulate SIP and SEF to governors after attending training on 21 November 2025.	Head
	Governors agreed the vision of 'learning together, success forever' was still relevant. Governors noted the curriculum drivers, including diversity and future aspirations and agreed that the ethos was underpinned by the values, reflected in the wristbands.	
	Mrs Castle, Mrs Gilmore and headteacher to meet to discuss preparation for Ofsted.	SC/VG/ Head
	Mrs Castle to draft an Ofsted summary document for governors.	SC
GB/55/25	Corporate Director's reports	
	Governors noted the following reports: <ul style="list-style-type: none"> • <i>Reduced timetable</i> • <i>Safer working, teachers' pay and HR updates</i> 	
	Mrs Bower gave an overview of children on reduced timetables.	
GB/56/25	Safeguarding information for consideration and action	
	Headteacher and Mrs Gilmore to complete annual safeguarding audit for submission to the local authority by 5 January 2026.	Head/VG
	The headteacher confirmed that all staff and governors had attended safeguarding training on 9 October 2025.	
	Governors to confirm on Governor Hub that they have read <i>KCSIE 2025</i> .	All
GB/57/25	General Data Protection regulations – report from the DPO/information governance link governor	
	There were no issues to note.	
GB/58/25	Communication received and updates	
	<i>From chair</i>	
	Mrs Castle gave an update on communication received from the Aspire Trust regarding building work at Sir John Sherbrook Junior School, noting the assurance that there was no intention for the school to become a primary school. Mrs Castle to circulate documents to governors.	SC
	<i>From headteacher</i>	
	None.	
	<i>From clerk - governor newsletter</i>	
	Governors noted the autumn term editions of the governor newsletter, available on Governor Hub.	

GB/59/25 Pupil attendance

Included in headteacher's report.

GB/60/25 Report from training co-ordinator

Governors noted the webinar on changes to the Ofsted framework to take place on 27 November 2025.

GB/61/25 Required monitoring reports from all link governors

Governors noted the governor monitoring reports which had been uploaded to Governor Hub.

Mrs Varley, Mr Herbert and Mr Meads gave summaries of their recent monitoring visits.

GB/62/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors **agreed** that the governing body had impacted on school improvement and held school leaders to account with questions, challenge and governor input on the following:

- Playground equipment
- Budget
- Pay committee
- Governor monitoring
- Approval of policies
- Headteacher appraisal
- Preparation for Ofsted

GB/63/25 Meeting dates for 2026

Committee meetings – all at 4.00pm
 Spring – Wednesday 28 January 2026
 Summer – Wednesday 22 April 2026

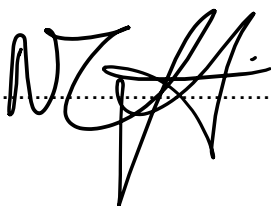
FGB meetings – all at 4.00pm
 Spring – Monday 23 March 2026
 Summer – Wednesday 8 July 2026

GB/64/25 Determination of confidentiality of business

No items were deemed confidential and all papers and reports to be made available as necessary.

The meeting closed at 6.15pm.

Signed



..... (chair)

Date

