



St Philip's Church of England (A) Primary School

Minutes of a meeting of the FULL GOVERNING BODY of St Philip's C.E. (A) Primary School, held at the school on Monday, 16th July 2025 at 5pm

GOVERNORS PRESENT: Seb Falk (Chair), John Atkins, Ian Barker-Sherry, Ruth Barry, Natalie Day, Joseph Grice, Clare Hetherington (Associate), Ben Hodson (Headteacher), Andrew MacLellan, Alice Newton, Chris Sweet & Alan Syrop.

ALSO IN ATTENDANCE: Jacquie Watts (Clerk)

(NB: Governor Challenge, Questions and Monitoring are highlighted below in bold)

The meeting opened with a prayer led by Andrew MacLellan

1. APOLOGIES FOR ABSENCE

Noted: the meeting was quorate. Colin Hurst had submitted his apologies for absence as he was on holiday.

Agreed: to accept all apologies tendered.

2. DECLARATIONS OF INTEREST

Noted: Andrew MacLellan and Ruth Barry declared they were CSoC trustees. There were no other declarations.

3. MINUTES OF PREVIOUS MEETING – 19th May 2025

Noted: the minutes uploaded to GovernorHub with the agenda.

Agreed: the minutes of 19th May 2025 as a true and correct record. The Clerk would have them signed by the Chair and upload them to GovernorHub. **Action: Clerk**

Noted: the following matters arising from the minutes:

Date	Min. Ref.	Action	Lead	Completed
19/3/25	5	the Head would consider ways of promoting premises lettings.	B Hodson	Discussed at F&R, working party being formed and to meet in September
	7	the Headteacher to seek a further temporary variation to the PAN for 25/26 until 26/27 admissions policy and arrangements became active	B Hodson	on agenda
	8	the T&L Committee would consider the management of SEND in the summer term.	T&L Committee/ Clerk	Completed



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	10	the school to recirculate the Health and Safety and Lone Working Policies to all staff and volunteers, including governors and PTA Members	B Hodson	Available on GovernorHub
	15	Development of the website would be considered further in the Summer Term	B Hodson/ Clerk	on agenda
19/5/25	4	The Clerk to correct the minutes of 19/3/25, arrange to have them signed by the Chair and upload them to GovernorHub.	Clerk	Completed - 20/5/25
	5	the Head to remind staff to monitor the new build and report identified faults immediately and before the forthcoming defect audit/inspection visit	B Hodson	Completed - defect audit taken place, snagging work to be done over the summer. A Maclellan to liaise over snagging
	8	Alice Newton to convene a fundraising group to consider a fundraising strategy. Governors interested in joining the group should contact her. The school to produce a wish list of items to be acquired.	A Newton/ All/ B Hodson	In hand and ongoing. Group will try to meet over summer
	12.1	Agreed the Supporting Pupils With Medical Conditions Policy subject to the section on complaints being replaced with a statement that complaints would be dealt with under the school's agreed complaint policy, appendices not used by the school being replaced by documents the school did use and any other deviations from school practice amended	B Hodson	Completed
	14	The Clerk would produce a summary list of all training undertaken by governors for the July FGB meeting.	Clerk	Completed and on agenda
	15	Agreed the parent questionnaire would be conducted over three weeks, leaving more time for analysing and feeding back on responses	A Newton	Completed and on agenda
	16	Ruth Barry to draft a role description for the Well Being Link Governor	R Barry	Version on GovernorHub is suitable
	16	the Chair would give further consideration to guidance about the link governor role.	S Falk	Ongoing, IB-S had done work on monitoring documentation (on



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				agenda). Link Roles for 25/26 to be agreed in Autumn term
	18	The Head would include complaints statistics in future Head's reports.	B Hodson	Completed
	18	Committee Chairs would discuss the timing and frequency of 25/26 meetings with the Head. Governors who were not available on a specific day should notify the Head. The Head would provide a brief written rationale for the dates recommended and would bring forward further proposals to the July FGB meeting for approval.	A MacLellan/ I Barker-Sherry/ B Hodson/ All/ Clerk	Completed and on agenda

4. MINUTES OF MEETING OF F&R COMMITTEE

Noted: there had been no meetings of the Committee since the May FGB meeting.

Noted: the Committee Chair highlighted to volume of staff changes since the budget had been approved and advised that F&R would need to see a revised staffing forecast in September 2025, once the Business Manager returned to school. Governors asked if there were contingency arrangements should she be unable to come back for September? The school had bought into the LA finance package and there would be support via the LA Finance Team. **Governors commented that F&R members were supposed to receive the month end management accounts every month, but had not received any for some time. The staffing forecast should form part of the monthly accounts when next circulated.**

Agreed: John Atkins, as Committee Vice Chair, would work with the Head over provision of staffing figures. **Action: J Atkins/ B Hodson**

5. MINUTES OF MEETING OF T&L COMMITTEE - 19th June 2025

Noted: the provisional minutes of the T&L Committee meeting held on 19th June 2025 as uploaded to GovernorHub with the agenda. **The Committee Chair highlighted that agreed actions were being progressed. The Monitoring Report recommended by the Committee was on the FGB agenda for approval.**

Noted: governors asked if there had been any further appraisal review meetings since 19th June? The Head advised that all teaching staff had received appraisal reviews, but that support staff previously reporting to Janet Haswell had not received reviews. He had been hoping to conclude reviews by the end of the year to ensure a fresh start for the new academic year, but this had not proved possible and they would need to be tackled as a matter of urgency at the start of the new academic year. The Deputy Head had undertaken an appraisal review for a member of staff recently.

Noted: governors commented on the minute that read, in relation to Year 6 results, that "The Head felt it was a performance management issue" and asked whether, as a



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performance management problem, it should have been dealt with sooner? As a Committee, T&L had focussed on future improvements rather than looking back. It was pointed out that the RIG had wanted to know if governors knew that results were going to be poor this year? The Head highlighted that LA advisers who had been supporting the school had not identified significant weaknesses in provision. Once it was felt that expected progress was not being made, after the February meeting of the T&L Committee, additional support was provided. Evidence was needed to address performance management issues. Had staff remained, it would have been addressed in September 2025 appraisal reviews. Meetings of the T&L Committee for 25/26 were scheduled so the Committee was meeting as soon as mid-year pupil assessment data was available.

6. DEVELOPMENT OF SCHOOL WEBSITE

Noted: the presentation by the Head on the school's current website. The landing page had been updated to display the school's strapline, "An Aspirational Community Held Together By Love". The Head was discussing a site redesign with the hosting company, given the website's role as an important marketing tool. The FGB would be asked to approve new design proposals. The current website was difficult to manage and update.

Noted: the meeting discussed which areas had been updated and which still required work. Policies and curriculum pages needed further work and the Sports Premium report needed to be uploaded. **The inclusion of the school newsletter was debated. A governor was concerned that it would provide information on where pupils would be outside of the school and when. Another governor highlighted that information on the Pre-School was not as clear as requested by the F&R Committee and implied provision was not available after 3.15/3.30pm. The availability of provision beyond this time needed to be clear and upfront.**

Agreed: governors who had comments to make on the website should send an email to Ben Hodson, with a copy to Alan Syrop. The website would be reviewed again in September.

Action: B Hodson/ Clerk

Noted: the website redesign would cost £1.5K for the designers to produce a proof of the redesign. **Governors felt this was expensive for a draft design and asked what value a technical redesign would create?** The school highlighted that the landing page picture needed to be more attractive. The site was difficult to navigate and contained too much information. **In order to provide a meaningful brief, the school would need to identify what changes it wished to make and why. It would be useful to consider other schools' websites to identify changes for St. Philip's. The school could then approach designers of the sites it liked.** The cost of potentially moving away from the current hosting site was highlighted. **The Chair commented that if it was just a case of new, more attractive photos he could take them for free as previously discussed.** The school was seeking a redesign and structure, not just fresh images. **Governors recommended that a simpler design would be easier to maintain and keep up to date; obviously out-of-date pages could be reputationally damaging.**



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Noted: Andrew Maclellan pointed out that CSoC had a budget for marketing grants. The Head would approach Isobel at CSoC to identify what might be available. **Action: B Hodson**

7. HEADTEACHER'S REPORT

Noted: the two reports uploaded to GovernorHub. The Head commented that pupil numbers were fluctuating. The school was expecting 26 new pupils in Reception but it was known that several families were planning on moving away from Cambridge over the summer.

Noted: complaints received had been included in the report as requested. **Governors requested that a summary of resolutions achieved (or not) should be included in future reports.** **Action: B Hodson**

Noted: the Head highlighted the school's work on attendance monitoring and chase up activity. **Governors asked a question about the Bell Foundation.** Information had now been shared with staff.

Noted: work on the RE curriculum was taking place and would need to be presented to the T&L Committee and then the FGB for approval. The Diocese was aware of work being undertaken. **A governor highlighted parent concerns, raised via the parent survey, that the school was too focused on Christianity and had insufficient regard to those of other faiths and none.** The school was considering the Lincoln Diocese syllabus as it better reflected the diversity of pupils at the school. The LA was supportive of this approach. **Governors were also supportive, including of the opportunities it would provide to work with diverse faith groups in the school's local community. Given the need to approve the new syllabus as soon as possible for the New Year, the Chair of T&L was content for the matter to go straight to the FGB.** The Diocese wanted the school to consult CSoC over proposed changes. **Andrew MacLellan queried this.** The Diocese had advised that CSoC should have input as a stakeholder. **Both Ruth Barry and Andrew MacLellan advised that the school could notify CSoC of planned changes, but did not need its approval to make them.**

Noted: the meeting discussed the pupil achievement data report. Whilst noting that Early Years had done really well, a governor described the other results as disastrous and in particular highlighted the poor combined scores, with 0% achieved at the higher standard. The combined scores had been brought down because different pupils did well at different things rather than consistently. **Governors commented that other schools managed to achieve greater consistency.** The Head commented that the school had had a lot of catching up to do and there had been commendable individual pupil progress, although collectively national averages had not been achieved. Results had been moderated and confirmed as accurate. He felt issues were the pitch of teaching and insufficient opportunities for pupils to evidence what they could achieve. Despite attempts to demonstrate this, there was insufficient evidence available to do so. **Governors queried why, if the school and staff**



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were aware of the issue, more had not been done to address the problem? The school felt the year in question had had a challenging pupil cohort, but acknowledged that writing was a weakness and this would be addressed the following year, along with more robust expectations by staff. Alice Walker and Gary Casey of the LA would review writing at the school and assess pupil performance to date so support could be front-end loaded at the start of the new academic year to address any under performance. There would be an emphasis on pitch and expectation to ensure that Year One would be ready for transition to Year Two. The Head described the school's approach to timetabling. **A governor was pleased to notice that steps were being put in place to address issues.**

Noted: governors felt that as a minimum the school should aspire to achieve average scores for 25/26. They asked if the school felt it would take one or two years to get there and whether a written plan to achieve progress could be made available to the FGB. The Head assured the meeting that improved pupil performance would be a major part of the school's SDP and the action plan would be contained within it.

8. SAFEGUARDING

Noted: safeguarding data had been included in the Head's Report. **Governors asked why the Head would not be undertaking safeguarding training in the new academic year?** It was confirmed he had recently undertaken it. Clare Hetherington explained the different levels of training and refresher training available. A recent Link Governor safeguarding visit would be discussed under the next agenda item.

9. GOVERNOR VISITS

Noted: governor and LA monitoring and visit reports uploaded to GovernorHub with the agenda, along with the visit record for the academic year and the proposed new monitoring form template. An additional visit report on History and Geography had been uploaded by the Chair for information after the agenda had been published.

Noted: Alan Syrop, as the Safeguarding Link Governor summarised his monitoring report. **He was concerned there would be pressure on safeguarding personnel in future months and asked the school how it would deal with this?** The Head explained the school was adding capacity via staff training. Clare Hetherington outlined the operational arrangements

Noted: Chris Sweet summarised his monitoring report on English, including discussion of **phonics**. The LA had previously advised that phonics teaching was strong, as had other external advisers. The results had therefore come as a shock. The school shared an anonymised example of a pupil who had repeatedly done well in phonics up to the point of the test, but who had failed the actual test. The Head would be attending a phonics meeting to explore the situation. Pupils who were re-tested did equally poorly on the retest. While pupils were good with what they knew, it seemed they did not have a strategy to deal with words they had not seen before. Clare Hetherington would be moderating phonics practice to see what other lessons could be learned.



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Noted: the LA had expressed concern in its report that the school was not buying-in sufficient support for its development needs. The Head advised the school had bought into the highest support package on offer, however, some courses on offer in 24/25 had not been attended. The school would ensure that key sessions were attended in 25/26. The school would have a new Improvement Partner at the LA in Lisa Valla. **Governors queried the quality of the training undertaken?** LA training was quality assured. The Head felt it was an issue of insufficient quantity rather than quality.

Noted: RIG findings had been discussed in detail outside of formal meetings. **Governors sought clarity on the timeline for producing the SDP for 25/26 in discussion with governors and the LA.** The Head, Deputy, Chair and Chair of T&L would be meeting on the following Monday to look at the SDP as aligned with OFSTED priorities, to weave in the recommendations of the LA and any issues from governors. **The Chair of T&L felt that it was a large document that might need to be prioritised by the FGB in discussion with the LA. A governor commented that he would have liked to see a school commentary on the LA plan along the lines of "This is what they said. This is what we have done".** The Head stressed that the school response would be clear within the SDP for 25/26.

Noted: the LA governance review had identified that governor monitoring needed to be more aligned with the school's SDP. **A revised monitoring report template was being proposed by T&L to address this.** The proposal was noted. It would need to be adjusted once the 25/26 SDP had been agreed. **Governors asked if a well being question could be added to the template?**

Agreed: the proposed curriculum monitoring template subject to the addition of a wellbeing question and further adjustment once the 25/26 SDP was agreed. It would need to be further modified for non-curriculum areas such as health and safety and safeguarding.

10. REDUCTION IN PAN 25/26

Noted: following the previous temporary reduction in the school PAN, pupil numbers would revert to 45 in 25/26 before reducing to 30 again in 26/27, as previously agreed. The Head was requesting approval to seek a further temporary reduction in the PAN for 25/26.

Agreed: to a reduction in the PAN from 45 to 30 pupils in 25/26 to match the situation in 24/25 and as already agreed for 26/27. The Head was authorised to seek this reduction.

Action: B Hodson

11. POLICIES

Noted: the two policies listed on the agenda and uploaded to GovernorHub. No changes to the policies were proposed. Both had been agreed relatively recently, but the Head was seeking a refresh for 25/26.

11.1 Code of Conduct for Staff

Noted: governors raised questions regarding the policy including the availability of other detailed guidance documents? The staff handbook, national professional guides and specific HR policies provided underpinning detail. **Governors felt it would be helpful to have**



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access to the Staff Handbook for information and asked if it could be made available on GovernorHub?

Agreed: the Staff Handbook to be uploaded to GovernorHub for information.

Action: B Hodson

Noted: the document contained a number of typos and referred to Janet Haswell, who had left the school. The appendix appeared inaccurate.

Agreed: to the Code of Conduct for Staff subject to the deletion of the erroneous appendix, the updating of staff names and roles, and the correction of typos.

11.2 Acceptable Use Policy

Noted: governors commented the document did not refer to the use of AI, which was increasingly becoming an issue for schools.

Agreed: the policy should be re-presented for approval to the FGB once the school's position on AI had been added. in the meantime, the previously agreed version of the policy would apply.

Action: B Hodson

Agreed: any further typos identified by governors should be emailed to the Head.

12. HEALTH AND SAFETY

Noted: there were no issues to report.

13. GOVERNOR TRAINING AND BRIEFINGS

Noted: the report on governor training downloaded from GovernorHub by the Clerk. She explained the process by which training was recorded and that governors should add training undertaken via other organisations to their personal profiles for it to be captured in the report. Nat Day, as the Training Link Governor, would need to decide what use the information could be put to. The Clerk also highlighted the LA's training offer for 25/26 as uploaded to St Philip's GovernorHub governance training folder.

14. STAKEHOLDER ENGAGEMENT

Noted: the document produced by Alice Newton and uploaded to GovernorHub with the agenda regarding the results of the parent/carer survey. 56 parent/carers had responded, which was a reduction on previous years and was not fully representative of the school community. Alice Newton summarised the significant positive responses and also the negative concerns. Parents were not always critical of school communication, but they wanted more about their child's progress. Some felt the newsletter was too long, while other liked having all the information in one place. A number felt the school was too focused on its Christian ethos and not fully supportive of those of other faiths and none. The positives and negatives about the football situation were largely balanced.



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Noted: a governor suggested that, as part of its Communication Strategy, the school should consider how it could generate an increased parental response to the survey. The Head suggested using a less generic survey and being more specific in terms of seeking parent opinion. In the past the school had promoted the survey at parents' evenings. He felt matters would be addressed by the parent/partnership plan that he would be bringing to the Committees and the FGB in the Autumn Term. **In the meantime, governors felt there should be a brief "you said/ we did" response to parents highlighting, for example, the new RE curriculum with its broader faith focus.**

Agreed: Alice Newton would draft a response to the parents' survey for circulation at the start of the Autumn Term.

Action: A Newton

Noted: the report uploaded to GovernorHub on recent staff exit interviews. **The Chair asked if governors should be concerned about recent staff turnover? Governors noted that all resignations were from the same team where there were known to have been issues, as reflected in pupil achievement results.**

Noted: summary feedback on the recently concluded staff survey. Groupings in the school were reflected in the survey and it was highlighted that some of the issues raised should have been discussed with SLT rather than discussed and kept within peer groups, as appeared to have been the case. Governors asked, in relation to the two surveys and exit interviews, if the school values were being worked on across the school by staff as well as pupils? The new values had been launched and now needed to be emphasised and respected by everyone at the school.

Noted: to conclude discussions on the exit interviews, the Chair invited the Head to make any further comments he wished. He had nothing to add.

Noted: raw detail from the staff survey had been shared with non-staff governors by email. 22 staff had responded, which was a positive response rate. The Chair summarised some of the positive findings: staff were supportive of staff culture, the space and resources of the school, 50% of responses were happy with the curriculum, but manageability of the curriculum was a concern. Concerns had been raised about delays in staff appraisals and open and honest, two-way communication. Otherwise, responses were broadly mixed, with staff both happy and unhappy about issues. The survey had only closed the previous Sunday and the Chair and Alice Newton were still working on it. The possibility of re-doing the survey the following term was raised. A fuller summary of the survey would be provided in due course.

15. WELL BEING

Noted: Ruth Barry commented that staff had appreciated the ability to feedback via the staff survey.



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16. ANNUAL SCHEDULE OF MEETINGS 25/26 AND DATE AND TIME OF NEXT MEETING (item 17 on the agenda)

Noted: the proposed 25/26 schedule of FGB and committee meetings as uploaded to GovernorHub with the agenda and previously published on GovernorHub for governor feedback.

Agreed: the 25/26 annual schedule of meetings.

Noted: the next meeting of the FGB would take place on **Monday, 15 September 2025 at 5pm at the school** in keeping with the agreed schedule of meetings.

17. AOB (item 16 on the agenda)

17.1 Governor Departure - A MacLellan

Noted: Governors said farewell and thank you to Andrew MacLellan, who was stepping down as a governor. He had first been a governor when the school was being built and since then had been a governor, on and off, for 20 years, 7 as Chair and others as Vice Chair. He would remain the CSoc Link trustee for St. Philips' and hoped to find a way to progress the decarbonisation project, though Salix funding had been cancelled by the government. The Chair highlighted Andrew's commitment to the school and the significant support he had provided, often behind the scenes. A formal presentation of gifts took place.

17.2 Staff Drinks

Noted: the Head reminded everyone that staff drinks were taking place on Monday 21 July and all were invited.

17.3 Staff Survey and Related Matters

Agreed: all governors and associates employed by the school were asked to withdraw at this point to enable detailed discussion of aspects of the staff survey.

Nat Day, Clare Hetherington and Ben Hodson left the meeting at this point.

Noted: Discussion and agreement under this item is subject to a confidential Part II minute because of the personal impact of discussions on an individual or individuals. *Non-confidential decisions are minuted below.*

Noted: as specifically requested by three governors, the meeting explored the responses to the staff survey and related comments in confidential detail. Ways of feeding back to staff on the outcomes of the staff survey were discussed.

Agreed: steps to be taken, including -



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- staff to be advised of the number of staff completing the staff survey, numerical data from the survey and related graphs. Staff should be thanked for their comments and be advised that governors were taking them seriously. **Action: S Falk**

The Meeting closed at approximately 8.20pm

**Clerk to the Governors
17/18 July 2025**

Approved by the Full Governing Body on:

Date:.....15 September 2025.....

Signature (Chair)..... *S Falk*

FGB Action Summary Grid

Date	Min. Ref.	Action	Lead	Completed
19/3/25	5	the Head would consider ways of promoting premises lettings.	B Hodson	discussed at F&R, working party being formed and to meet in September
19/5/25	8	Alice Newton to convene a fundraising group to consider a fundraising strategy. Governors interested in joining the group should contact her. The school to produce a wish list of items to be acquired.	A Newton/ All/ B Hodson	In hand and ongoing. Group will try to meet over summer
	16	the Chair would give further consideration to guidance about the link governor role.	S Falk	Ongoing, IB-S had done work on monitoring documentation (on agenda). Link Roles for 25/26 to be agreed in Autumn term
16/7/25	3	The Clerk to have the approved minutes of 19/5/25 signed by the Chair and uploaded to GovernorHub.	Clerk	Completed 17/7/25
	4	John Atkins, as Committee Vice Chair, would work with the Head over provision of month end figures and a forecast of staff costs.	J Atkins/ B Hodson	
	6	The website would be reviewed again in September.	B Hodson/ Clerk	
	6	The Head would approach Isobel at CSoC to identify what funds might be	B Hodson	



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		available to redesign the school website.		
	7	Governors requested that a summary of complaint resolutions achieved (or not) should be included in future Head's reports.	B Hodson	
	10	The Head was authorised to seek a reduction in the PAN to 30 pupils in 25/26, as already agreed for 26/27.	B Hodson	
	11.1	the staff handbook to be uploaded to GovernorHub for information	B Hodson	
	11.2	the Acceptable Use policy to be re-presented for approval to the FGB once the school's position on AI had been added. In the meantime the previously agreed version of the policy would apply.	B Hodson	
	14	Alice Newton would draft a response to the parents' survey for circulation at the start of the Autumn Term.	A Newton	
	17.3	staff to be advised of the number of staff completing the staff survey, numerical data from the survey and related graphs. Staff should be thanked for their comments and be advised that governors were taking them seriously.	S Falk	Completed