



# 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 14th September 2026 at 5.00 p.m.

**Governors present:** Ian Barker-Sherry, Natalie Day, Joseph Grice, Clare Hetherington (Headteacher), Colin Hurst, Alice Newton (left 19.10), Chris Sweet (arrived 5.25 p.m.) & Alan Syrop.

**Clerk:** Jo Griffin.

### 1. Apologies for absence.

**Noted:** apologies from Jane Batten and Ruth Barry but no apologies received from Chris Broom\*. The meeting was quorate with more than 50% of existing members.

\*C Broom reported later that he was unable to attend at short notice.

### 2. Declarations of Interest:

**Noted:** declarations for 2026/27 had been updated on Governor Hub by eight governors; **reminders will be sent to those yet to complete.**

**Action: Clerk**

### 3. FGB Constitution, Vacancies and Appointments.

**Noted:** there is one Diocesan Foundation vacancy.

**Noted:** the current Instrument of Governance is as uploaded with the agenda.

### 4. Election of Chair.

**Noted:** the Clerk reminded everyone of the process for electing a Chair. She asked for nominations for the role for 2026/27. Colin Hurst was nominated and seconded. There were no other nominations.

**Agreed:** to appoint Colin Hurst as Chair of Governors for the academic year 2026/27 and until the first FGB meeting of the 2027/28 academic year.

**Prayer** led by Chair.

### 5. Election of Vice Chair.



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**Noted:** the Clerk reminded everyone of the process for electing a Vice Chair. She asked for nominations for the role for 2026/27. Alan Syrop was nominated and seconded. There were no other nominations.

**Agreed:** to appoint Alan Syrop as Vice Chair of Governors for the academic year 2026/27 and until the first FGB meeting of the 2027/28 academic year.

## 6. Minutes of previous meeting - 6th July 2026.

**Noted:** the minutes uploaded to GovernorHub with the agenda.

**Agreed:** the minutes of 6<sup>th</sup> July 2026 as true and correct records. The Clerk would have them signed by the Chair and upload them to GovernorHub.

**Action: Clerk**

## Outstanding actions:

|         |    |                                                                                                                                                                                                                                                                                                                                                                                                                          |                              |                                                                                                                       |
|---------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 8/12/25 | 5  | F&R Committee to undertake a one-off piece of work to draw up recommendations as to the length of time agency staff should be at the school before being offered an Exit Interview and other related interview parameters, and to propose consistent interview questions, having regard to the questions currently asked by the Chair. Recommendations should be brought back to the FGB for consideration and approval. | F&R Committee/<br>Clerk      | F&R Committee had set up a Working Group to consider this. The matter was ongoing as recorded in previous F&R minutes |
|         | 11 | Mobile Phones policy approved. Alan Syrop to share concerns about wording with the Head in case further revisions were required.                                                                                                                                                                                                                                                                                         | A Syrop                      | Completed but ongoing. Alan Syrop to discuss with Head                                                                |
|         | 11 | AI Policy - NOT approved. The Head to review comments left on Google Documents and bring the policy back to the next meeting with changes, if any, or unamended if considered appropriate.                                                                                                                                                                                                                               | C<br>Hetherington<br>(Clerk) | Deferred until 2026/27                                                                                                |



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**Item 5:** Still ongoing.

**Item 11:** The Head explained that currently there is a complete ban on AI in the school therefore there is no current need for a policy. The school have been looking at potential AI products for the future including one for teaching staff and a leadership program. Both would need consideration at both the Teaching & Learning and Finance & Resources committees. A governor asked if Co Pilot is disabled. The Head will confirm.

**Action: Head to confirm if CoPilot is disabled in school.**

**Discussion:** the current Foundation Governor vacancy to be promoted amongst parents who may be suitable candidates to fulfil the Diocese's criterion.

## 7. How to make governance more effective.

Governors considered the paper on governance effectiveness and discussed the recommendations.

### **Agreed:**

To delegate appropriate matters to committees.

That increasing the frequency of meetings was to be avoided unless really necessary.

To make greater use of working groups where appropriate.

That committees should undertake detailed scrutiny of School Development Plan priorities within their delegated areas.

To agree the School Development Plan at the October meeting.

To schedule discussion of longer-term strategic priorities throughout the year.

**Discussion:** governors also considered cultural change within governance and clarification of governance processes, including feedback from governor visits and policy reviews.

The Head advised that the School Development Plan is based upon local authority documentation and has been updated to reflect school priorities and Ofsted recommendations. Governors welcomed any clearer reporting on impact against the plan.

## 8. GB Standing Orders.

**Noted:** A governor highlighted that there are significant aspects to be considered between the previous (2025) and new model (2026) version.



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**Action: Alice Newton & Alan Syrop to review both and circulate summary of suggestions to governors.**

**Action: clerk to confirm if new version must be accepted.**

## **9. GB Code of Conduct.**

**Noted:** A governor highlighted that there are significant aspects to be considered between the previous (2025) and new model (2026) version.

**Action: Alice Newton & Alan Syrop to review both and circulate summary of suggestions to governors.**

**Action: clerk to confirm if new version must be accepted.**

## **10. Committee Terms of Reference for F&R and T&L Committees**

**Agreed:** the following appointments.

### **Teaching & Learning Committee**

Ruth Barry  
Nat Day  
Ian Barker-Sherry  
Chris Sweet  
Alice Newton  
Colin Hurst

### **Finance & Resources**

Alan Syrop  
Colin Hurst  
Joe Grice  
Jane Batten  
Chris Broom (if in agreement)

## **11. Appointment of Governors to Statutory Panels.**

**Agreed:** the Chair should have delegated authority to appoint ad hoc panels as required. If the Chair is not available, authority passes to the Vice Chair.



## 12. Appointment of Link Governors.

**Agreed:** the following link governor roles for 2026/27:

Inclusion (covering SEND, Equality and Diversity, PP, CLA, EAL, Attendance) & Personal Development (covering PSHE, British Values, Pupil Well Being) - Ian Barker-Sherry

Safeguarding - Alan Syrop

Health and Safety (including allergies) – Jane Batten

Early Years & Foundational Skills (EFYS) - Ruth Barry

General Data Protection Regulations (GDPR) - Finance and Resources Committee

Christian Distinctiveness (covering Religious Education (RE) and Collective Worship) - Colin Hurst

Governor Training - Nat Day

Staff Development & Training – Joe Grice & Ian Barker-Sherry

Curriculum & Leadership – Alice Newton & Chris Sweet

**Action: clerk to up to date list.**

## 13. Meeting dates.

**Discussion:** draft meeting dates for 2026/27 as outlined in documentation. All the proposed meetings are on Tuesdays; this is not ideal for one governor and requires further consideration. It was felt that an additional full meeting would allow time for consideration of important policies.

**Agreed:** Initial three meeting dates set.

Finance & Resourcing (F&R) – Thursday 1<sup>st</sup> October 2026 13.00

Full Governing Body (FGB) – Wednesday 7<sup>th</sup> October 2026 16.30 with an expectation that Tuesday 8<sup>th</sup> December would also be agreed

Teaching & Learning (T&L) – Wednesday 21<sup>st</sup> October 16.00

**Action: Alan Syrop to set up online poll for remaining dates around the documented draft list**

## 14. Governor Annual Attendance Figures 2025/2026

**Noted:** the 2025/26 governor attendance figures as uploaded with the agenda and to be published on the school website.

**Action: Clerk**



## 15. Minutes of Meeting for F & R Committee

**Noted:** there had been no meetings of the Committee since the July FGB meeting

## 16. Minutes of meeting for T&L Committee

**Noted:** there had been no meetings of the Committee since the July FGB meeting

## 17. School Update

The Headteacher presented statutory assessment data and a wider school update.

Governors discussed:

- Strong writing outcomes.
- Lower mathematics outcomes.
- The impact of a particularly vulnerable Year 6 cohort.
- The effect of pupil mobility, absence and overseas arrivals on data.
- Whether limited early intervention had affected outcomes.

In respect of a question from a governor in respect of the maths results, the Headteacher explained that six pupils were unable to access national tests effectively and that the results accurately reflected the cohort.

Discussion also explored:

- Positive Early Years outcomes.
- Progression from Reception into Key Stage 1.
- The school's approach to writing.
- Curriculum sequencing and modelling.

Governors asked how they could provide greater support to school improvement priorities. This will form part of future discussions.

## 18. Safeguarding (standing item)

**Noted:** the **2026 Keeping Children Safe in Education (KCSiE)** document had been circulated prior to the meeting and read by eight governors; **reminders will be sent to those yet to complete.**



## 19. School Development Plan (SDP) 2026/2027.

**Noted:** the draft SDP uploaded by the Head.

The Head described the change in teaching style of some teachers post Covid 19. The SDP needs some updates including an objective relating to Statutory Inspection of Anglican and Methodist Schools (SIAMS).

## 20. Governor Visits: Undertaken and Schedule and link governors for 2026/2027

**Noted:** governors visit report.

**Action:** Ian Barker-Sherry to produce governor visit schedule for 2026/27.

## 21. Policies

**Agreed:** the **Child Protection Policy**.

The Head pointed out how this policy links to many others which must be kept up to date and relevant. One governor was concerned as to the effect of a number of points in the CCC policy – answers are needed from those who drafted the model policy, and these will be sought from the Safeguarding Team.

**Action:** Alan Syrop to list queries and seek clarity on their meaning.

**Agreed:** to use the currently ratified the **Complaints Policy** but review the additional elements in the heavily amended CCC model policy along with the Headteacher and either present options or propose adopting the new. Papers to be circulated in good time before the next FGB.

**Action:** Chris Sweet and Alan Syrop.

## 22. Annual Governance Evaluation

**Noted:** the 2025/26 evaluation.

Head suggested a **Governor Evaluation Plan**.

## 23. Support Staff Pay Award

Discussion around the requirement for governors to ratify the pay award, head confirmed that whilst the pay award is a has been included in the budget. The school's payroll company (EPM) wanted to know the minutes of an FGB meeting that authorised payment of this award..

**Agreed:** the payment of the **Support Staff Pay Award 2026** in the November salary payments.

## **OTHER STANDING ITEMS**



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## 24. Health and Safety

**Noted:** Head updated the meeting that there were no incidents to report.

## 25. Governor Training & Briefings

**Noted:** the record of governor training downloaded from GovernorHub by the Clerk.

**Agreed:** Nat Day will also continue to record governor training reported to her or collected by the school.

## 26. Stakeholder Engagement.

**Agreed:** Postponed to next meeting.

**Action:** Clerk to add to agenda of next meeting.

## 27. Well Being.

**Agreed:** Postponed to next meeting.

**Action:** Clerk to add to agenda of next meeting.

## 28. AOB.

A governor raised the issue of the appraisal of the Head.

**Action:** Colin Hurst, Ian Barker-Sherry & Joe Grice

**Noted:** The Head advised governors of a recent positive conversation with His Majesty's Inspector (HMI). The school will now have an ongoing relationship with a named Inspector, with a further meeting anticipated in January 2027.

## 29. Date and Time of Next Meeting.

**Agreed:** the next meeting of the FGB would take place at 4.30 p.m. **Wednesday 7<sup>th</sup> October 2026 at the school.**

***The Meeting closed at approximately 7.25 p.m.***

***Approved by the Full Governing Body on 07 October 2026:***

***Signed electronically by the Chair on 7<sup>th</sup> October 2026.***

