Meeting of the Full Governing Board (FGB) of St Luke's School
22nd October 2025.
Meeting starts at 6.00pm
MINUTES

Governors Present:	Simon Wattam (HT) – Present Lauren Atallah – (Chair) - Present Peter Sowrey – Present Justine Stephens – Present Ramzy Omran - **Not** Present Barry Ling - Present Kirsty Wilson – Present Chloe Taylor – **Not** Present Cath Fisher – Present Davina Christmas – Present
Associate Members Present:	N/A
Officers Present:	Rose Roberts – DHT – **Not** Present Jo Browning – School Business manager (SBM) – Present Liz Clark – Assistant Head Teacher – Teaching & Learning – Present Anoushka Visvalingam – Assistant Head Teacher – Pastoral – **Not** Present. Su Owen (Clerk) – Present.
Quorum:	8 out of 13 governors present so the meeting was quorate. 2 Governors absent. 3 Governor vacancies.

Actions from the FGB Meeting: 22nd October 2025.		
Item no.	Details of Action.	Lead Officer
2	Annual Declaration of Interests form to be signed by Governors at the end of the meeting.	Clerk
4	• Clerk to amend Item 4 on minutes from 7th July 2025, the school is not going to hold a meeting regarding smart phones. • The Code of Conduct needs to be signed at the end of the meeting. All Governors have read it prior to the meeting. • The skills matrix will be re done in January 2026 once all the new Governors are in situ.	Clerk All Governors All Governors

Signature.....Date.....

	• The Governing Board Self Evaluation template will be sent to the HT. • Link Governors to be refreshed after the elections.	All Governors All Governors
5 7 9 9	HT to add Venn diagram showing intersecting SEN needs. The HT will provide the next Teaching & Learning working group with data that shows, 'this is what's happening', and 'what we have done differently/changes made'. Clerk to add SEND Governors' Annual Report to next agenda. FGBM on 8th December 2025 to start at 5.30pm for Governors safeguarding training. All Governors to be emailed. The HT will arrange for the KCSIE link to be sent out to Governors. To be completed before the next meeting on 8th December 2025.	SW Clerk Clerk SW

1. Welcome.
Apologies for Absence.
Apologises were received and accepted from CL. No apologises were received from RO.

2. (a) Election of Chair and Vice Chair.
LA informed Governors that she will be standing down as Chair and Governor of St Luke's GB at the end of this term.
PS was nominated as Chair. LA is happy to be Vice Chair until the end of this term when she leaves and JS is happy to be Vice Chair as from the next term.
Approved. All Governors were happy with this arrangement.

Governors thanked LA for staying as Acting Chair for longer than originally planned.
LA stated that it had been a privilege to be here for the successful Ofsted inspection.

(b) Annual Declaration of Pecuniary and Other Interests: Academic Year 2025/2026.
Action: Governors are requested to complete the form before leaving at the end of the meeting.

3. Minutes of the last FGB meeting on 7th July 2025.
- Accuracy – Item 4 to be amended, the school is not going to hold a meeting regarding smart phones.

Signature.....JS.....Date.....

Action: Clerk to amend Item 4 on minutes from 7th July 2025.

- Matters Arising:

Actions from the FGB Meeting: 7th July 2025.		
Item no.	Details of Action.	Lead Officer
4	HT will set up a meeting for parents regarding smart phones in school.	SW
7a	The HT will add an extra column to the Pupil Profile table to reflect additional allocation of children.	SW
7b	HT to provide a breakdown of Year 6 SAT's results for the next FGBM	SW
9	This meeting's policies need to be added to the September 2025 FGBM Agenda.	Clerk
10	Governors suggested that the staff survey can be added to the HT's report, showing recognition of issues and how they have been followed up/resolved.	SW

Item 4 – This meeting is now going to be held by an external party and not the school.
Item 7a and 7b – Both present in tonight's HT's report.
Item 9 – Done.
Item 10 – The staff survey results will be available for presentation at the 8th December 2025 FGBM.

4. Governance Business.

LA Governor role
Governor training update
Governor Vacancy and terms of office
Skills Audit and Competency Matrix
Code of Conduct 2025/2026
Governing Body Self Evaluation
Link Governors – review/refresh

Signature.....Date.....

The HT has initiated the Parent Governor Elections and there may be more than 2 interested.
Two members of staff have expressed interest in the Staff Governor role. Both staff members are from KS2 and if KW does not wish to be re-elected as a Co-Opted Governor for a further term, the staff representation on the GB will be unbalanced. Once the election has been run, things will be clearer. Governors added that the GB should look at the skills matrix and consider any skills gaps.
There is a draft Governor Induction policy in progress and will be ready for the new incoming Governors. One of the parent governors who is leaving added that she is happy to have conversations with the new incoming parent Governors. As CF and DC are leaving, the GB will have to reallocate their link roles. This will be picked up once the elections are complete and the new parents Governors are in situ.
PS attended the recent Governor briefing which spoke at length about Brighton and Hove's food strategy. The recording of the briefing is now on BEEM.
The Chair confirmed that LA Governors can also be Chairs of GB's.

Actions:
The Code of Conduct needs to be signed at the end of the meeting. All Governors have read it prior to the meeting.
The skills matrix will be re done in January 2026 once all the new Governors are in situ.
The Governing Board Self Evaluation template will be sent to the HT.
Link Governors to be refreshed after the elections.

5. Head Teachers (HT) Report.
The HT's report was sent out to Governors prior to the meeting for their review.
Recirculation of staff survey
Exit interviews
School context
End of KS2 Results – summer 2025
SEF
SIP (School Improvement Plan)

Number of children per class – page 1. In total there are currently 624. The school is very nearly full and parents are still looking around the school. The school has also started doing parent tours for Reception, for September 2026. It's all been very positive. It was noted that there will be 500 less children applying for Reception places next year across the city; a significant drop. The HT has received an email from the LA asking if the school would consider reducing its PAN only this time, they will not try to insist, unless there is GB approval.

Signature.....Date.....

The number of support staff has reduced so there are fewer people to spread across the school. The staff table on pages 1 and 2 shows their distribution, there are also several that are part time.

Pupil profile – page 2. There have been 14 in-year pupil transfers and the levels of SEN are higher than in previous years. More children are waiting for a diagnosis. It is now common practice to add these to the SEN register; there are now just under 24% now needing SEN support.

Q-During one of the working group meetings RR mentioned that 20% of children in school have an autism diagnosis?

A-Yes, it is very high when compared to the NA.

Q-Now that the school is changing the way SEN is identified on the SEN Register, can the HT adjust the pupil profile table to reflect this; the 24% in addition to the 20%?

A-Yes, I can produce a Venn diagram to show the intersection of SEN needs.

Action: HT to add Venn diagram showing intersecting SEN needs.

The HT added that of the children that joined the school, in the higher year groups, not Reception, a significant number came with complex needs, EHCP's or from other countries. In the last 2 years there have been some children join Years 5/6 which may impact outcomes.

Safeguarding information – page 3. The school is to have inset day training from AV. AV is also working across the city on anti-racism; how to respond to racist incidents, etc.

Changes in personnel – page 3. One of the leavers used to lead on Maths with another member of staff. We now need to discuss how we will move forward.

SenCo – There have been 3 candidates apply for the role. The interviews will be tomorrow, 23rd October 2025.

Learning mentor vacancy – the interviews for this will take place on Friday, 24th October 2025.

Governors commented that the Exit interviews for leavers should take place.

Staff restructuring – pages 3 and 4. The consultation concluded in July 2025, it was agreed by the GB and implemented in September 2025. One benefit from the restructuring is that more children are in class now. It is best practice to have the children in class.

Q-Agreed, but what impact is this having on the other children in the classroom?

A-It is potentially am issue in Years 5 and 6 but lower down the school, not so much. Teachers are now working with children who have a wider ability range.

Q-What do the parents in the GB think of this change?

A-We are hearing more comments from parents,

Q-Is there just a lone teacher in the classroom sometimes?

A-Yes. This new way of teaching can be challenging, it's a journey and some need more support than others.

Some parents might think that they chose this particular school for specific provisions that it provides, and it has now changed.

Signature.....Date.....

Governors commented that it sounds like there is still a communication issue, or more of a differing perspective, from the parents. The GB know why the changes have happened, but in terms of the wider conversations going on, the parents might not be aware of the extent of the changes or the reasoning behind them.
Q-Wasn't there supposed to have been a letter sent out to parents, before and after the changes? Other schools are probably changing in similar ways. The report notes the needs for restructuring. Governors were asked to please take note of any further comments/communications.
JS leaves the meeting at 6.51pm.
Budget – page 4. The school is projected to go over the licensed deficit. This was discussed at length in the FPP committee meeting (the minutes were in the One Drive folder for Governors to view prior to this meeting). Due to 2 large unexpected budget pressures, the DfE pay progression and the shortfall in funding for the pay award, the projected over spend will now be £40.9k.
Governors added that the DfE pay progression was unannounced. This situation has undermined all the schools hard work to keep within the licensed deficit.
Health and Safety H&S) – page 4 and 5. The school has concerns about the condition of many of the schools windows. The building is listed and is the responsibility of the LA, however, the school is responsible for the windows. The school has £11k in devolved formula capital (DFC) but this will only address one or two windows. The LA visited the school on Monday to inspect the windows. It was emphasised to them that this is a H&S matter. Hopefully the LA will be able to help with the repair or replacement of the windows. The HT wanted it noted that the Site Manager and his team have done a lot of sterling work on the building and has, in fact, been able to secure some funding for works in the past.
Data – page 5. There have been some excellent results in Reception. The phonics check is above both local and national levels. KS2 data is more interesting. The writing level is lower than it has been in the past, which is a concern for the school. One mitigating factor however, was that this year group had a high level of EHCP's. It is also worth noting that in this year's Year 6 there are also high levels of EHCP's and SEN.
Q-Could the school look at other areas, for example greater depth. Also, is the writing still assessed by the teacher?
A-Yes.
Q-Is there a cross moderation with other schools?
A-This year the school was moderated by the LA and they agreed with our assessments. Maths is currently a priority.
Q-How do you break the data down?
A-It is looked at in the Teaching and Learning working group to discuss in detail. The HT can drill further into the data for the GB.
Action: The HT will provide the next Teaching & Learning working group with data that shows, 'this is what's happening', and 'what we have done differently/changes made'.

Signature.....Date.....

Governors added that several children have dropped below NA so we need to see more clearly what's going on. The HT agreed and added that at the last Teaching and Learning Working Group he presented a breakdown of data for the Year 6 pupils, tracking them from Reception to Year 6.
Q-As a parent, would I be able to access this data and see the peaks and troughs over time?
A-Yes.

6. Governor Committee Membership.
Terms of Reference need to be created for the Teaching and Learning and Behaviour and Attitudes working groups to become committees. The HT is working on these now and intends to bring them to the FGBM on the 8th December 2025 for approval, then in January 2026 they can begin working as committees.
The Finance, Personnel and Premises terms of Reference were approved at the committee's first meeting this year.
Standing Orders. These have not changed; they just need approval at this FGBM.
Approved.

7. SEND – Governors' Annual Report.
As there is no SenCo in situ the HT suggested this item be deferred until the 8th December 2025 FGBM.
Action: Clerk to add SEND Governors' Annual Report to next agenda.

8. Policies.

- **Equality Policy** – This has been updated with no major changes. The date needs to be updated to 22nd October 2025. ***Ratified.***
- **ECT Policy** - This is a Brighton and Hove model policy. There have been no changes this year. The date needs to be updated to 22nd October 2025. ***Ratified.***
- **Appraisal Policy** - This is a Brighton and Hove model policy. There have been no changes this year. The date needs to be updated to 22nd October 2025. ***Ratified.***
- **Supporting Pupils with Medical Conditions** - This is a Brighton and Hove model policy. This has been updated with no major changes. The date needs to be updated to 22nd October 2025. ***Ratified.***

Behaviour and Anti-Bullying Policies – This is currently being looked at by AV. It is also being reviewed in relation to the complaint last year. There is an external professional coming into school to work with AV. The HT feels there is a gap in the policy after the sections that address 'when things go wrong'. The policy then seems to jump straight to exclusions. There is nothing about what we do in the moment. It also currently lacks a hierarchy of what happens and what staff need to do.
Q-In parallel with this, do the staff feel secure in their role and safe in school.
A-This is part of the overall review.

Signature.....Date.....

Q-There is also the point about how teachers are approached by parents; this also needs to be in the relationships policy. Good working relationship s and environment are important. The university is currently doing a lot of work in this area.
Q-The policy on the website is dated 2020?
A-The HT will look at this.
Q-What is the timescale for when the review of the policy will be complete?
A-Training will come first but it will not be completed in time for the 8th December 2025 FGBM, it should however be completed for the 12th January 2026 FGBM (or if not the 23rd March 2026 FGBM).
Q-How does the policy compare to communication between the school and families?
A-There is a set of guidelines relating to the communication system that the school uses. (Document in One Drive folder). This makes it clear which avenue the parents should use. There is a point in the policy relating to Governors, which should not be there. This will be taken out.
Governors also added that this should link to the parents conduct policy.

Governors also commented that on page 2 that the 3 working days response time was a high expectation. There is also the added concern about the response time relating to complaints.

The HT agreed with Governors that the Complaints policy format for responses should be mirrored in other school policies. The initial acknowledgement should be made within 3 working days and then a slightly longer timescale for the response. Also, it might be better to follow up in person, or on the telephone.
Governors commented that the 'systems at a glance' table was very useful. Was there also talk of a similar one in the Bereavement policy?

9. AOB.

RR would normally run a brief Safeguarding and Child protection meeting before the first FGBM of the year. This has not happened tonight and needs to be rearranged.
Action: FGBM on 8th December 2025 to start at 5.30pm for Governors safeguarding training.
Part 1 of KCSIE needs to be completed before the next meeting.
Action: The HT will arrange for the KCSIE link to be sent out to Governors. To be completed before the next meeting on 8th December 2025.
The HT and GB thank CF and DC for all their hard work during their time as parent Governors. Their term of office expires before the next FGBM and they will not be standing for re-election.
Meeting ends – 7.40pm.

Signature.....Date.....