Working Group:
Leadership & Management Working Group
10th November 2025
4.18pm to 5.15pm.

Notes

Governor Members Present:	Simon Wattam (HT), Justine Stephens, Cath Fisher. Peter Sowrey (calling in via telephone at 4.22pm).
Associate Members Present:	None.
Officers Present:	Rose Roberts – DHT, Liz Clark - AHT, Anoushka Visvalingam – AHT, Su Owen (Clerk).
Quorum:	N/A

Agenda item

1. Apologises for absence.
2. Notes from the last meeting – 10th February 2025 (the summer meeting did not run).
3. Leadership and Management section of the School Improvement Plan (SIP).
4. Leadership structure.
5. Policy ratification to committees.
6. AOB.

1.
Apologises received from BL. No apologises received from RO.

2.
Minutes from the last meeting on 10th February 2025.
Accuracy –
Item 3 – the Clerk needs to edit two typing errors.
Matters arising –
Item 6 – The HT informed Governors that the school has not been sending out the weekly summary PING. Governors commented that is was helpful to have a weekly summary but was it wanted and was it practical to send one out.
Q – How many parents have mentioned that not having a summary is a problem?
A – Its variable. It's very difficult to negotiate effective communications; too much communications can be overwhelming. It's down to parents' choice. For now the school will not be following this up.
Meeting notes approved, pending the adjustments/edits by the clerk.

Signature..... Date..... 9.0226.

3.

The first section discusses embedding and making sure there is clarity around roles and responsibilities. The HT asks Governors to look at the detail of the plan to see what they would like to focus on during a school visit.

Q – Is the line management structure part of the roles and responsibilities?

A – Some areas require clarity so an audit is being done which will be completed by Christmas, for example, attendance issues can be multidisciplinary so its important to identify which people from which teams, have a role in such matters. The school is in the process of finalising the procedures.

Q – The leadership structure document how does that work?

A – The current Assistant HT for Teaching and Learning – LC - focuses at the moment on just English but the intention is for her to be responsible for all subjects.

The SenCo vacancy has now been filled from within the school.

Some of the staffs, who had TLR responsibilities but which are not being paid for this anymore, since the restructure, still line manage a few staff.

Q – Isn't the TLR's pay protected for 3 years?

A – Yes.

Q – The Phase Leaders?

A – There are 2 Phase Leaders and the 2 Assistant HT's also have Phase Leader responsibility.

The SIP's intention is to embed the new leadership structure.

Q – Please can we see more detail for this structure?

Q – Yes.

Q – Intent 4a2 is a natural progression on from 4a1 but how do you know this has been successful?

A – We are hoping to get this clarification by Christmas.

Q – Now the SenCo role has been filled by an internal candidate, what will happen about the role she has left?

A – We can use the vacancy as a saving for the budget but she was part of a small team. That team now feels more empowered and feels they can manage without a replacement.

Q – That is good to hear but what about the children and what about a support mechanism for the new SenCo.

A – Previously we did not have a SenCo assistant and the school is working in a preventative way rather than just reactive. It was also felt to be beneficial to be recruiting from within the school. There is also a support/mentor in place for her; this person has considerable experience and understands the paperwork process. As a team they are finding their way and working at effective systems that can also be picked up and used effectively if either were not to be in school.

Middle leaders – developing a wider understanding of what leadership means.

Q – How is that being received?

A – There is not much that is new, a lot was already in place. It is also about helping staff develop professionally.

Q – What has the response been like?
A – They have already been doing the work, for example, preparing action plans. Now LC is just providing support and consistency. It's also important that they don't have to defer to someone else.
Q – Timescale for this?
A – This should be firmly embedded by the end of the academic year.
Q – AOB?
A – Feeding back to staff after meetings.
Q – When are you expecting the subject action plans to be ready?
A – They are ready now.
Governors commented that it might be helpful to have more time scales built into the SIP.
Q – What will be the impact and what will it look like? How will Governors be able to see it's been effective?
A – This will all be part of the Governors visits. They will be able to observe the quality of the action plans, staff feeding into the meeting and AOB. The SLT are aware that the current number, and length, of meetings are not enough so we will be adding more time. We will also add more detail into this document.
Q – When is the staff survey going out?
A – This week, and this will help the progress towards 4b1.
Q – Do Governors have some input into the survey, regarding the questions added?
A – Yes, this has happened previously. The questions just need to be reviewed as they were constructed pre-consultation.
100% Governing Board.
There are currently 3 candidates for the 3 parent Governor vacancies (CF and DC's terms of office expire soon and they will not be standing for election).
Q – What is the closing date?
A – The 1st December 2025.
There is 1 x staff Governor vacancy and currently 2 candidates. There is currently a member of staff who is a Co-Opted Governor, but whose term will soon expire.
RR leaves the meeting at 5pm.
Governors commented that it was important to have representation from both KS1 and KS2. Any Co-Option needs can be addressed and agreed at the next FGBM on the 8th December 2025. Once the new Governors are in situ the Skills Matrix will need to be refreshed. If there is any further Co-Opted Governor vacancies the LA can be contacted. Returning to the issue of impact; it's not just about having a full GB, it's also important to carry out a review of the GB's effectiveness.
JS leaves the meeting at 5.07pm.
Outgoing Governor handover – This is not required but very helpful. The Governor Induction policy would be useful here, and the Governor Induction courses run by the LA.

4.
Discussed above.

5.
None.

6.
It was discussed at the last FGBM about changing the working groups into full committees. The HT is working on the terms of Reference to bring to the next FGBM. PS, as Chair of the GB, is happy to look at this for the HT.
Q – Where on this group's agenda would the Governors see the recommendations to the school from the recent complaint?
A – Those recommendations are in the process of being reviewed, the HT has received the outcome letter. The Chair has an action plan, to be discussed with the HT. The complainant will be updated in 6 months, so timescale do need to be adhered to. This is the last meeting that CF will attend before her term of office expires. The HT and Governors thanked CF for all her hard work over the last 4 years and for her contributions to the recent complaints process.

Meeting Ends – 5.15pm