Meeting of the Full Governing Board (FGB) of St Luke's School
8th December 2025.
Meeting starts at 6.00pm
5.30pm to 5.58pm– Governors annual Safeguarding training.
MINUTES

Governors Present:	Simon Wattam (HT) – Present Peter Sowrey – (Chair) - Present Justine Stephens – Present (arr at 5.45pm) Ramzy Omran - **Not** Present Barry Ling - **Not** Present Jamie McQuillan – Present (arr at 6.00pm) Lucy Webb – Present Natalie Huitson – Present Felix Grey - Present
Associate Members Present:	N/A
Officers Present:	Rose Roberts – DHT – Not Present Jo Browning – School Business manager (SBM) (arr at 5.56pm) Cinnamon Coe - SenCo. (arr at 6.10pm) Anoushka Visvalingam – Assistant Head Teacher – Pastoral (arr at 6.08pm) Su Owen (Clerk) – Present.
Quorum:	7 out of 13 governors present so the meeting was quorate. 2 Governors absent. 4 Governor vacancies.

Actions from the FGB Meeting: 8th December 2025.		
Item no.	Details of Action.	Lead Officer
1	RR to provide new Governors with safeguarding report.	RR
2	Clerk to ensure the new Governors complete the Declaration of Interests form.	Clerk
5	Clerk to send out the skills audit forms to all Governors.	Clerk
5	New Governors need to choose which committee they would like to sit on. Clerk to send out email reminders.	Clerk

Signature.....Date 12.1.26.

7	HT to provide Governors with anonymous case studies for pupils with PP and on SEND register.	SW
7	Clerk to add Staff Survey to the next Leadership and Management agenda.	Clerk
8	Clerk to add SEND follow up report to summer FGBM agenda.	Clerk

1. Annual Governor safeguarding training.

RR takes the Governors through a safeguarding training session, using a Power Point presentation to display relevant data/statistics. RR provides additional clarification for the new Governors and explains acronyms. RR can provide the new Governors with a safeguarding report next term.
Action: RR to provide new Governors with safeguarding report.
SW and JB leave at 5.58pm and return at 6.03pm.

2. Welcome.
Apologies for Absence.
Appointment of co-opted Governors.
Apologises were received and accepted from BL and RO.

The 3 x new parent Governors and the new staff Governor introduced themselves to the GB.
Approved - JS's term as co-opted Governor has ended but is happy to be re-elected. The GB was happy with this proposal.
Approved - JS is also happy to continue as Vice Chair. The GB was also happy with this proposal.
The HT added that there are still 4 co-opted vacancies but there are some interested parties.
AV arrives at 6.08pm.
KW's term of office has ended but does not wish to be considered for re-election at this time.
AV, JB and CC introduce themselves to the new Governors.

3. Declaration of Pecuniary and other interests 2025/26.
None declared or changed.
Action: Clerk to ensure the new Governors complete the Declaration of Interests form.

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4. Minutes of the last FGB meeting on 22nd October 2025.

- Accuracy – No actions requested or required.

- Matters Arising:

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. • The Governing Board Self Evaluation template will be sent to the HT. • Link Governors to be refreshed after the elections.	Clerk All Governors All Governors 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

Item 2 – Done.
Item 4 to 4.2 – all 3 done.
Item 4.3 to 4.5 – to be discussed.
Item 5 – Not available for this meeting.
Item 7 – On tonight's agenda.
Item 9 to 9.1 – both done.

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

It was noted that at the last meeting the SenCo interviews were imminent. The role has now been filled and the SenCo - CC - is present at tonight's meeting.

5. Governance Business.

Governor Vacancy and terms of office
Membership of committees
Specific governor responsibilities: SEND, safeguarding, Pupil Premium.
Governor training.

The Chair explained, for the benefit of the news Governors, how the meetings worked. The One Drive folder was created at least 1 week prior to the meeting and all documents were placed in there for the Governors to review.
There were still 4 x Governor co-opted vacancies to fill. The school has sent out enquiries and PS has contacted local schools. Now there are several new Governors in situ, the skills audit needs to be refreshed, ideally before the January 2026 FGBM.
Action: Clerk to send out the skills audit forms to all Governors.
Governors commented that when BL stands done at the end of the academic year a new Health and Safety (H&S) link Governor will need to be appointed.
Membership of committee is on the agenda. These now need to be edited to incorporate the new Governors.
Action: New Governors need to choose which committee they would like to sit on.
The statutory Governor responsibilities are: SEND, Safeguarding, Head Teacher performance and Finance.
PS is happy to be the Safeguarding Governor.
Governor induction is important; PS has emailed the new Governors the policy and will forward it to the new staff Governor. BEEM also has the next on line Governor Induction training already listed which new Governors should attend. RR added that she was happy to provide any extra information to the new Governors.

6. Committee Terms of Reference.
6.1 Terms of Reference – Leadership and management Committee.
6.2 Terms of Reference – Teaching and Learning Committee.
6.3 Terms of Reference – Behaviour and Attitudes Committee.

The Chair explained the difference between a working group and a committee. Currently the 3 groups above lacked Terms of Reference so they were just working groups, and as

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

such an informal structure. A committee is more formal with an elected Chair and which has delegated decision-making powers.

Approved - Governors were happy with the Terms of Reference.
As from the spring term the working groups will become committees.

7. Head Teachers (HT) Report.
The HT's report was sent out to Governors prior to the meeting for their review.
The HT explains, for the benefit of the new Governors, the structure and purpose of the report.
Number of children per class – page 1. In total there are currently 626. The school is nearly full.
Pupil profile – page 2. This table separates out the numbers of children with SEND Support, EHCP's, EAL, PP and In-Year Transfers. It was noted that there were not many pupils with English as an additional language.
Pupil Profile – PP and SEND Intersectionality – Page 3.
At a previous meeting the GB had requested more detail, this table provides this. The HT pointed out that pupils with PP are more likely to be on the SEND register. The HT suggested that some case studies could be put together for Governors to review, if that might be helpful. Governors agreed that it would.
Action: HT to provide Governors with anonymous case studies for pupils with PP and on SEND register.
The HT added that PP monies were spent in specific designated ways. What is not mentioned on this table is the factor of trauma, which can also be significant for these children. The data is very important; it helps inform best practice. Also important is having children in class to access the learning and class teacher, access to "belonging" and the class identity and all that goes with that, and finally, being included and not feeling excluded and alone. Adaptive teaching is helping develop teaching strategies for all children. AV added that there is also a focus on teacher development and it can already be seen how teachers are changing/developing their practice in order to help all the children access the classroom.
Safeguarding table – page 4. This table shows the breakdown of categories and it can be seen that there have been 6 racist incidents but this is because they are more likely to be reported now rather than suggesting an escalation. The school is now able to focus on intent/impact. Governors commented that it was really helpful, and important, to have the data explained like this, to see behind the data.
Q-Governors noted that the staff survey follows the safeguarding data but does not say when it will be distributed.
A-The HT replied that January 2026 will provide a clearer response from staff, it's too busy at the moment. The HT will check with staff.

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

Action: Clerk to add staff survey to the next Leadership and Management agenda.

School Budget – page 5. The SBM explained the licensed deficit and the 5 year plan. The SBM is on hand to help the school spend less/more efficiently. Currently the school will go over its licensed deficit by £17006k.
Q-At what point does the GB need to get involved?
A-The plan covers 5 years rather than the usual 3. The LA is happy with the way the school is currently handing the deficit position. The budget will need to be signed off in May 2026. Governors thanked the SBM for all her hard work.
Q-So the school is on track.
A-Yes, the LA is aware of our current position and has given us some leeway.
Q-How long has the school been in deficit?
A-Not long, we've been able to carry forward a credit for many years but it has finally run out.
Behaviour and Attitudes - Attendance Data – page 5. The HT pointed out that the SEN children were more likely to not be in school. The schools target is to reach 95.3% attendance over the course of the year. Governors commented that attendance was something that the Behaviour committee could look at, drill down into the data, look for trends etc.
The school has a core team looking at behaviour, to support children, make them feel capable and in control; taking in the whole child. Coaching, learning new skills is helping them make better choices and adds to the policy the school already has providing additional structure and rigour; curious not furious.
Q-Will there be a opportunity to align this with the parents?
A-All staff are having training now, then after march 2026 there will be parent workshops.
Teaching and Learning – page 6. A lot of work has been conducted around assessments.
AV leaves the meeting at 6.57pm.
JS has to leave the meeting at 6.58pm so asked if a point could be raised about a policy in Item 10 – 10.2 – Communication with parents guidelines (updated). JS raised the point that perhaps the following addition to the guidelines could be considered. There should be an expectation of tone, how the parents speak to teachers when they write in.
The Chair and HT thanked JS for her feedback.

9. Pupil Premium (PP) draft report – 2025-2026..
This item has been brought forward as RR needs to leave the meeting soon.
The school has had to be creative regarding the use of its allocation of the budget due to the current finance constraints. One such effective approach has been to send a few teachers on appropriate training and then have these teachers return and train the school staff. The school has been using adaptive teaching strategies. Supply teachers can have a detrimental effect on PP children so the school has reduced supply costs and has in their place been

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

using a trained team of teachers; this also provides consistency for the children. The school has restructured, improving systems and providing more rigour. The report goes on to look at other areas in more detail, the teaching of maths, the use of support staff, nurture provision, and learning mentors.
The Teaching and Learning group have looked at data, looking at the gaps. Governors commented that it might be helpful to review outcomes.
The GB were happy for the report to be published.
RR leaves the meeting at 7.10pm.

8. SEND- Governors annual report
Confirmation of KCSIE read by GB.
The SenCo – CC - takes the Governors through the report. 24% of pupils at St Luke's are on the SEND register, but this is also a reflection of how they are added to the register. If a child is in need of any kind of support they are added to the register. At the bottom of the first page there is a table which shows areas of highest need, also where needs overlap, for example PP and SEND. The school prioritises Year 5 and 6's EHCP's as they are approaching secondary school transition.
Q-When can an EHCP be applied for?
A- Anytime. Parents looking to activate EHCP's following private diagnosis are increasing. These need to be brought into the school which then submits them to the LA. Meanwhile the school looks at strategies to support these children in class. Once support needs are established, a pupil passport can also be produced which is a one page summary of needs.
Q- What is the % of children with IEP's which then go on to have a fuller EHCP?
A-This data is not available tonight.
Governors commented that parents with autistic children are a large group. The SenCo agreed, the level of support is constantly being reviewed and the school also consults with external agencies. The HT added that the Government is also undertaking a SEND review.
The report also takes about progress, all of which is tracked. The SenCo feels the school could do better with the tracking. It is worth digging into more, the HT adds that there may be other packages which might help in this area.
There is a whole school approach to implement SEND practice, so that everyone is working collaboratively. There are support plans, timely reviews, and lists of experts the school works with. It's important that all teachers work in the same SEND way, there should be no differences around the school.
The SEND budget is detailed in the report, and the top up funding. It is used for resources and training of staff (and training for the SenCo) there is also a training package the staff can access. The waiting times for diagnosis are long and processes slower. The school has changed its therapeutic package by bringing it in house which has reduced the cost. The SenCo is also now in charge of the referrals. Between 8-10 children a week can be seen for play therapy. This helps to alleviate the pressure.

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

The end of the report has a list of the areas that require attention moving forward, for example, tracking impact of internal and external provisions.

Governors commented that the report is very organised and impressive.

The SenCo adds that parental communication is an important area; there are a lot of frustrated parents. The reality is that the SEND system is broken; hopefully the Government white paper will acknowledge this fact.
Governors commented that they were impressed at what the SenCo has achieved so far. It was suggested that the SenCo attend the summer FGBM and provide a follow up.
Action: Clerk to add SEND follow up report to summer FGBM agenda.
The Chair added that the GB also needed a SEND link Governor.

10. Policy ratification.
Any policies that have changes/adjustments/updates that are due for review are to be sent out to the GB in advance of the FGBM.

- 10.1 – Governor Induction Policy. The Chair forwarded this onto the new Governors. Dates in January 2026 need to be arranged for the new Governors to come into the school. ***Ratified.***
- 10.2 – Communication with parents guidelines (updated). This was looked at in the last FGBM and updated. This will now be picked up by the HT following JS's comments earlier in the meeting. Governors also suggested that the response time to emails should be added to teachers 'out of office' message as most teachers will go above and beyond the policy. ***Not ratified – to revisit.***
- Governor Visits Policy and Proforma. ***Ratified.***

11. Complaint: Action plan in response to Stage 2 complaint.
The school Complaints Policy has an informal investigation Stage – Stage 1 – and then a formal panel hearing – Stage 2. A recent complaint went to Stage 2. All Governors need to be aware of the policy and the process, keeping to/within the time scales is very important. The specific follow up to this complaint related to training. Some training has been conducted last week. The SenCo is also arranging for someone to join a staff meeting. It's also important to recognise when things don't go right. We have a statutory responsibility to respond to parents

12. Governor Visit Report.
Policy and expectations - The HT explains the structure and that at the working groups Governors look at specific areas, focusing on its scaffolding etc before then coming into

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

school to, for example, looking at adaptive teaching. The Governor Visit Policy will be revisited at the next meeting.

13. AOB.

Q-How do Governors feed concerns into the school or GB? A recent question has been asked about mainstream child provision as opposed to SEND provision.

A-That is a good question, it's important for parents to know what that looks like. Also, that the children fell they can be heard. There are systems already in place; there are communication cards, etc. The school wants the children to feel they can communicate with their teachers and other staff and the school needs to communicate that to the parents. Also, even if the child does not have any special needs, the SEND resources might still help them communicate more effectively. The resources should be helpful for everyone.

It's important to clarify class representation role from the parent Governor role.

Q-Parents do tend to feel drowned and overwhelmed by Seesaw, Instagram and PING, is it possible to have just one newsletter?

A-If parent Governors can bring positive and negative parent comments, in an informal way to Governor Meetings; they will be welcomed and contribute to the discussions.

The Chair added, on behalf of the GB, their thanks to the previous Chair who stepped down at the end of last term– LA – for all her hard work and requested that it be minuted.

Meeting ends – 7.50pm.

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