Meeting of the Full Governing Board (FGB) of St Luke's School
12th January 2026.
Meeting starts at 6.06pm.

MINUTES

Governors Present:	Simon Wattam (HT) – Present Peter Sowrey – (Chair) - Present Justine Stephens – Present Ramzy Omran - Present (arrives at 6.11pm) Barry Ling - Present Jamie McQuillan – Present Lucy Webb – Present Natalie Huitson – Present Felix Grey - Present
Associate Members Present:	N/A
Officers Present:	Rose Roberts – DHT – Present Jo Browning – School Business manager (SBM) - Present Cinnamon Coe – SenCo - Present Anoushka Visvalingam – Assistant Head Teacher – Pastoral - Present Liz Clark - Assistant Head Teacher – Teaching and Learning - Present Su Owen (Clerk) – Present.
Quorum:	9 out of 13 governors present so the meeting was quorate. 0 Governors absent. 4 Governor vacancies.

Actions from the FGB Meeting: 12th January 2026.		
Item no.	Details of Action.	Lead Officer
5.1	Clerk to email out previous version of skills audit to all Governors.	Clerk
5.2	Clerk to re-email all Governors and edit the meeting one drive folders for shared access if necessary.	Clerk

Signature Peter Sowrey Date 23.03.26

5.3 6.1	The Clerk to co-ordinate the setting up of the Whats app group. The safeguarding link Governor offered to come into school and speak to RR before the safeguarding audit was sent back to the LA.	Clerk PS
6.2 8.2 8.3 8.3	Complex class needs to be discussed in more detail in the T&L Committee. All ratified policies to continue to be emailed to SBM after the FGBM meeting. JS will write a short paragraph to be added to the Communication with parents' guidelines. Class Rep's to raise the subject of a working group to facilitate improved communications between the parent and school at their meetings.	T&L Committee Clerk JS LW

1. Welcome.
2. Apologies for Absence.
Appointment of co-opted Governors.
No apologises required, all Governors present.

All Governors introduce themselves for the benefit of anyone absent from the last FGBM. EL, who works in KS2 at St Luke's, has expressed an interest in becoming a co-opted Governor. EL joins the meeting and shares her experience and reasons for her interest in the role. EL leaves the meeting at 6.09pm. Governors deliberate and approve EL's co-option.
Action – Approved co-option of EL.

3. Declaration of Pecuniary and other interests.
None declared or changed.

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

4. Minutes of the last FGB meeting on 8th December 2025.

- Accuracy – Clerk to make one adjustment on page 1.

Minutes approved pending this adjustment.

- Matters Arising:

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
5.1	Clerk to send out the skills audit forms to all Governors.	Clerk
5.2	New Governors need to choose which committee they would like to sit on. Clerk to send out email reminders.	Clerk
7.1	HT to provide Governors with anonymous case studies for pupils with PP and on SEND register.	SW
7.2	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

Item 1 – Done.
Item 2 – Done.
Item 5.1 – clerk actioned.
Item 5.2 – On tonight's agenda.
Item 7.1 and 7.2 – On tonight's agenda.
Item 8 – rollover action for Clerk.

5. Governance Business.

Governor co-option – already done at the beginning of the meeting.
Self-evaluation form – skills audit.

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

Committee membership.
Allocation of specific responsibilities: Pupil Premium, Head Teachers Appraisal.
5.1 Draft Governor meeting calendar.
5.2 Communication with Governors.

There are now 3 co-opted vacancies left to fill (following EL's co-option this evening). The Chair will follow up possible interest from other schools.
The clerk will circulate the previous version of the skills audit as this version asks more detailed questions.
Action – Clerk to email out previous version of skills audit to all Governors.

Governor committee membership – finalised now.
Action – Clerk to re-email all Governors and edit the meeting one drive folders for shared access if necessary.

Governor responsibilities –
PS, Safeguarding.
NH, SEND.
BL, Health and Safety (H&S).
RO, Finance.
LW, Pupil Premium (PP).
PS is happy to Chair the Head Teachers performance Review but 2 more Governors are required. RO is already trained to conduct the review and FG volunteers to be the second Governor.

5.1 Governor meeting calendar - PS shares his draft version which shows all the committee meetings and their duties. The dates need adjusting but it is a useful tool/resource for the meetings agendas and the new Governors.
5.2 Communication with Governors – the document was discussed and it was suggested, and agreed, that a Governor Whatsapp group should be set up.
Action – Clerk to co-ordinate the setting up of the Whats app group.

6. Head Teachers Report.
6.1 Safeguarding report.
6.2 Analysis of December 2025 data drop.
6.3 case study of a PP child with SEN.

The Head teacher has not produced a full report as little has changed since the last meeting.

6.1 The safeguarding report has been produced and circulated as requested.

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

Q-Is it possible to have a little more detail about the safeguarding audit from the LA?
A-This is sent out to schools every year and is extremely detailed. The safeguarding team update it.
Q-Is it complete?
A-Up to the end of the last academic year; it needs to be sent off by March 2026. It has RAG ratings. RR adds comments, processes around CPoms, volunteers etc.
Action - The safeguarding link Governor offered to come into school and speak to RR before it was due to be sent back to the LA. RR also noted that there have been changes to the safeguarding team.
Safeguarding report – There are a low number of referrals and no exclusions.

Q-Any mental health referrals?
A-It is harder to track progress for these children. The school does have a behaviour framework to draw on but there have also been changes to the SEN team. There are several children that identify/fall into this category but there is no formal diagnosis of any child in the school. The persistent absence figure is 15%. To be regarded as persistently absent, attendance needs to be below 95%. St Luke's figures are much better than the LA although the school is looking to tighten up the protocol for persistent absence. It was noted that the NA figure /threshold has increased as well.

6.2 The December 2025 data drop document has been circulated to all Governors. The HT pointed out that the most important question to take from this is what will the school do next?
Q-There is a drop in the results for writing, why is this?
A-The HT states that there are many reasons for this, one of which might be the shift in the assessment system. Achievement also looks lower than in the past. The AHT added that the descriptors have changed so teachers might be more cautious and the autumn term can also be lower anyway. One of the ways the school has responded is to bring in the Power of Reading. Governors commented that nationally there seems to have been a shift in children's focus, with less interest in writing. Digital devises have had their impact. The AHT noted this comment and added that changes have been made but they are struggling to make the changes quick enough.
Q-Governors commented that they would like to be more aware of ARE, etc.
A-The schools SEND profile takes up a lot of the school time. Teachers have had to skill up quickly and now have a very diverse range of children in their classes, and the school.
Q-Have we reached the point where that level of need has/is impacting what the school does?
A-Yes, sometimes a good third of a class can have needs. Autism, for example, is quite common now. There is also a complexity to it now, in response the school has moved away from the one to one's because there are so many children with needs.

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

Action – The Chair suggests that this subject is discussed in greater detail in the Teaching and Learning committee. How do you provide bespoke education to half a class? The HT added that it wasn't just teaching and learning, but also progress. Work on learning attitudes can be quite effective but may not be reflected in the data.

6.3 The Chair reminded Governors that this item was confidential. The document shows a summary at the top form Insight (the schools data system), attendance, attainment, etc. There is also a section detailing teachers completed actions and reviews.
JS leaves the meeting at 7.04pm returning at 7.07pm.
This profile looks at all areas, including barriers. Ofsted like these detailed reports but they are time consuming.
Q-How many children do you do this for?
A-At the moment, approximately 9-10 children, which is quite a lot. From looking at this case study Governors have an opportunity to appreciate the complexity and depth of the process. These studies also capture all that Ofsted look for; a good summary with professional dialogue around the child. It's always useful to compile these reports, and for Governors to see them.

7. Governor Training.
Governor support send out weekly training emails to Governors school accounts. There are also resources on BEEM and new Governors can book their Governor Induction training on there.

8. Policies/procedures.
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.
8.1 Policy review schedule.
The website needs to be checked to ensure all policies are up to date.
AV leaves the meeting at 7.15pm.
8.2 Pay Policy – This is a model Brighton and Hove policy which has been adjusted to be bespoke to St Luke's. The adoption sheet needs to be completed. ***Ratified.***
Q-Could the school write its own?
A-Yes, St Luke's could write its own Pay Policy but it would need to be compliant and would be time consuming to ensure it aligns correctly with the LA and HR.
Action – Once policies are ratified, or not/deferred, the Clerk will continue to email the SBM with the information.
8.3 Communication with parents guidelines (updates added from last FGBM) .
This policy was deferred from the last FGBM due to a suggestion from Governors regarding the inclusion of a short paragraph outlining expectation of tone from parents to staff.
Action – JS will write a short paragraph to be added to the guidelines. ***Ratified pending additional insert.***

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

Governors also suggested that at class Rep meetings, perhaps a working group could be put together/suggested to see how communication can be improved, or what works well, between the parent community and the school. The school PING system is sometimes too much, perhaps a weekly reminder instead to thin out the volume of notifications? Perhaps also training for parents to help them manage PING more effectively? Systems do need to be tightened up and have more consistency, there also needs to be an opt-out option. It's important to try and survey the parents to discover what is useful and what is overwhelming. It was noted that the school is aware of this problem and would appreciate any feedback to help them move forward.
Action – Class Rep's to raise the subject at their meetings.

9. AOB.
The Governor Induction Policy mentions mentors. The longer serving Governors were more than happy to be contacted by the new Governors if they had questions, etc.

Meeting ends – 7.36pm.

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