St. Luke's
PRIMARY SCHOOL

Meeting of the Full Governing Board (FGB) of St Luke's School
23rd March 2026.
Meeting starts at 6.00pm.

MINUTES

Governors Present:	Simon Wattam (HT) – Present Peter Sowrey – (Chair) - Present Justine Stephens – Present Ramzy Omran - Present Barry Ling - **Not** Present Jamie McQuillan – Present Lucy Webb – Present Natalie Huitson – Present Felix Grey – Present Emma Liles -Present
Associate Members Present:	N/A
Officers Present:	Rose Roberts – DHT – Present Jo Browning – School Business Manager – **Not** Present Cinnamon Coe – SenCo - Present Anoushka Visvalingam – Assistant Head Teacher – Pastoral - Present Liz Clark - Assistant Head Teacher – Teaching and Learning – **Not** Present Su Owen (Clerk) – Present.
Quorum:	9 out of 13 governors present so the meeting was quorate. 1 Governors absent. 3 Governor vacancies.

Actions from the FGB Meeting: 23rd March 2026.		
Item no.	Details of Action.	Lead Officer
5	PS, JS and FG to work together to consider the next steps regarding remaining vacancies.	PS,Js & FG
5	Governor week to run w/c 15th June 2026. RR to share the timetable soon.	RR

Signature Peter Sowrey Date 06.07.26

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1. Welcome.
2. Apologies for Absence.
Appointment of co-opted Governors.
Apologises received from BL.

All Governors introduce themselves to the prospective new Co-Opted Governor – ES – who has joined the meeting for the first few items until Item 5 where her Co-Option will be discussed.

ES joins the meeting and shares her experience and reasons for her interest in the role. ES leaves the meeting at 6.21pm, accompanied by JS.
Governors deliberate and approve ES's Co-Option.
Both return to the meeting at 6.22pm.
Action – Approved Co-Option of ES.

3. Declaration of Pecuniary and other interests.
JM is the NEU Rep. RO is the Finance director for a youth theatre group. No other interests declared or changed.

4. Minutes of the last FGB meeting on 12th January 2026.

- Accuracy – No changes requested or required.
- Matters Arising:

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
5.3	The Clerk to co-ordinate the setting up of the Whats app group.	Clerk

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6.1	The safeguarding link Governor offered to come into school and speak to RR before the safeguarding audit was sent back to the LA.	PS
6.2 8.1 8.2 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

Item 5.1 – The updated document has been now been completed by nearly all Governors.
Item 5.2 – Clerk actioned, however, some access issues remain. The Clerk will speak to the school I.T support.
Item 5.3 – Clerk actioned.
Item 6.1 – PS has been into school and spoken to RR.
Item 6.2 – Actioned.
Item 8.1 – Actioned.
Item 8.2 – Done.
Item 8.3 – Being actioned.

5. Governance Business.

Governor co-option – ES joins the meeting and shares her experience and reasons for her interest in the role. ES leaves the meeting at 6.21pm, accompanied by JS.
Governors deliberate and approve ES's Co-Option.
Both return to the meeting at 6.22pm.
Action – Approved Co-Option of ES.

Self-evaluation form – skills audit – A more up to date and bespoke version has been uploaded to a one drive folder for all Governors to self populate. PS has formatted the replies and displays the final result on the screen. From this document any gaps can now be identified when recruiting the final 2 co-opted Governors, for example, the fund raising category and design category have several 'no's'. Governors commented that BL, the Health

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and Safety (H&S) link Governor has indicated that he will be leaving at the end of the year, so there are concerns about H&S compliance.
Action – It was suggested that PS, JS and FG work together to consider the next steps.
2 x Co-Opted vacancies – already discussed.
Governor week visits – It was noted that several Governors attended, although fewer attended than in previous Governor weeks. Governors thanked RR for organising the event. The next one will run in week 3 or 4 of the summer term, so approximately w/c 15th June 2026.
Action – RR will share the dates soon.
It was noted that the aspirations meeting would be useful for Governors to attend, also the inset day in April 2026.
Q-If it's not possible to attend for the whole day, is part of the day acceptable?
A-Absolutely. The empowerment approach is a training day for staff and Governors are welcome to attend for all or part of the day. The Chair has spoken to CC and RR to discuss how things are moving forward and it was agreed that the aspirations event would be a particularly helpful event for all Governors to attend, even for just some of it. AV added that it had been raised during one of the parent coffee mornings that parents would like to know more about the training that the staff are having.

7. 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.
This item has been brought forward as AV needs to leave the meeting soon.
7.1 – Child protection and safeguarding policy – Based on a standard template from The Key which St Luke's have now made bespoke. No new updates this year. This policy does need to come to the FGBM and will need to be reviewed again in September 2026. **Ratified.**
7.2 – Attendance policy - This is a standard LA template that has been adapted by St Luke's. There are no changes to it this year. This policy will be reviewed annually, if necessary.
Q-Are part-time timetables mentioned.
A-No, they are probably not the best way to promote good attendance.
Q-How many are marked as present?
A-This varies and depends on the child and the timetable. **Ratified.**
7.3 – Relationships and Behaviour policy - This policy is more bespoke to St Luke's. AV provides Governors with a summary. The school calls it a Relationships and Behaviour policy and the school approaches it in this order. It is not an action and consequence policy. The previous policy was a lot more about research and systems. This policy now links up systems with flow diagrams and the empowerment approach. It talks about different ways children can reflect on their behaviour, encouraging pro-social behaviour instead of anti-social. There are clear practices and procedures for when disruptions occur. External support/organisations are also clearly noted, also the exclusion protocols and what these

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might look like. Finally, adding family responsibility which the policy didn't have before but is quite important. The appendix has a list of effective reinforcing phrases for staff to use.
Q-Will the policy be sent out to families.
A-Once ratified the policy will go on the website and be more widely shared with parents. It has been mentioned in previous meetings that as part of the empowerment training, there will be a training session for parents. Governors commented that the tone of a recent PING message (which may have been forwarded from an external provider) seemed very at odds with this policy, using language like "can do" and "cannot do". Governors added that although empowerment and positive language is encouraged there is still the word "no".
Q-Is there a link between TF3 and TF4 behaviour and exclusions? If there is it is not very clear. What would the trigger be for the link? There could be clearer definitions, perhaps in the exclusions section. PS is happy to liaise with RR.
Perhaps the policy also needs the caveat that each child/incident will be treated on a case by case scenario. There needs to be parameters to have freedom within. **Ratified, pending amendments regarding exclusion links.**
7.4 – SEND policy and SEND information report – These 2 are much interconnected. The policy discusses training and then how it is implemented in school, how decisions are made and how children are supported. Some of this information is on line already. Part time timetables were discussed and it was noted that several links to websites were present. This policy will be updated annually. **Ratified.**
The Chair added that the policy list is now all green showing that all the policies have been updated and reviewed.
AV leaves the meeting at 7.04pm.

6. Head Teachers Report.
6.1 - Head Teacher's Report report.
6.2 - Schools response to writing data.
6.3, 6.4, 6.5 SFVS.
6.6 – Health and Safety (H&S).

Pupil Profile – the cohort and make up are changing with over 40% of children on the SEN register.
JS leaves the meeting at 7.06pm.
PP has also increased. The HT added that there is a noticeable intersection between SEN and PP; it is more likely that PP children will also be SEN.
Q-The safeguarding section shows that there has been an increase in incidents, when compared to the last HT report.
A-Yes, more staff are reporting more incidents and more consistently. Staff are also more confident to step in when an incident begins. The school tracks all the welfare checks now. Overall, the school is getting much better at being more systematic in recording events.
Q-The report mentions Operation encompass?

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A-Yes, this is a system for logging incidents when police are called to children's home. The 6 incidents on the report were all separate.

Budget – This continues to be challenging. Lots of work has been done to manage it well. The budget is coming in under the predicted figure at the moment. The budget will be submitted to the LA soon and we are on track to go into a credit position by Year 4. If the LA considers the budget stable enough it may ask the school to advance the credit position to Year 3, but this has not been confirmed yet.

Governors commented that there has recently been information in the press about the Government helping schools in a deficit position. Is this a kind of reprieve for schools?

A-This is uncertain at the moment, schools will have to wait for any LA announcements. The school has recently received a significant cash donation which does not have any specific stipulation as to how it should be spent. The HT has spoken to the LA and they have said that the school does not need to use it to reduce the budget's deficit. We have been allowed to keep the donation because we have managed the budget efficiently. The school is looking at outdoor area improvements and also dealing with some small H&S issues. Governors commented that it would be good to do something visible with the donation; that the children can benefit from.

Health and Safety (H&S) – This is a standing item on the FGBM agenda. The school is planning to undertake more regular, rigorous checks on top of the regular weekly and annual checks that are already running. This will help pick up on potential problems before they actually become a problem.

Attendance – This is lower than it has been and the target generated by the DfE. Discussions will be talking place with staff to try and find out why this is the case. Persistent absence is a factor. If coding was introduced, the figure would look better.

Q-Are there any consequences for the school if it does not hit the target?

A-No real consequences, but the school needs to keep on top of it and Ofsted would look at attendance.

NH leaves the meeting at 7.26pm; JM sees her out and returns to the meeting at 7.27pm.

The local catchment area is probably a factor. It will be useful to look at the data; sometimes a small number of children can make a big difference.

Writing – This is in response to an issue. There has been training on the new assessment process which has taken time to embed.

SFVS – This is an annual self evaluation against various criteria to show the school's budget is being managed appropriately. This was discussed at the FPP Committee meeting. It has to be agreed at the FGBM.

SFVS Approved at this meeting.

The FPP committee was happy with the completed document and the Chair now has to sign it off. The supplemental Finance paperwork in tonight's meeting folder was for Governors general information.

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

9. AOB.

The next Teaching & Learning committee meeting was re-arranged and approved for the 5th May 2026 at 4pm.

Meeting ends – 7.45pm.

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