

	<p>certificates are forwarded to her for retention on file. As per the governance action plan, SG will meet with Governors individually to discuss training requirements following which SG will draft a training plan. SG reminded Governors that all must undertake safeguarding/child protection training and Prevent training via the Home Office which should be added to individual GovernorHub records. GDPR training is also recommended and it was noted that BEP will run a training course in February 2026.</p> <p>g) Annual reviews:</p> <ul style="list-style-type: none"> - Standing orders: the Chair had circulated proposed updates prior to the meeting which were agreed as presented. - Scheme of delegation: no changes required. - Terms of reference: JF advised that the terms of reference were reviewed during the recent audit and no further changes were required. <p>h) Maintained Schools Governance Guide June 2025: a link to the guidance was provided for information and the Chair recommended all Governors familiarize themselves with the contents.</p> <p>i) Governance action plan: SJ drew Governors' attention to the proposed amendments to the draft previously circulated which were agreed as presented on the understanding that training would be delivered at committee rather than full board meetings. It was further agreed that link Governors will speak to their school counterpart to agree visit dates with visits recorded on the newly created visit record form and uploaded to GovernorHub.</p>	
4.	<p>Minutes of the Previous Meeting</p> <p>a) Approval of minutes 3rd July 2025: there being no comments or queries the minutes were approved as circulated.</p> <p>b) Matters arising: JF will discuss a review of governance to be conducted by Roz Burch (School Improvement Advisor) at the RIG meeting on 4th November 2025. SW to undertake a review of DfE well-being guidance and the youth sports strategy.</p>	<p style="text-align: center;">JF SW</p>
5.	<p>Headteacher's Report</p> <p>The report had been circulated in advance of the meeting and questions were invited.</p> <p><i>Q: What is different at KWS regarding pupil numbers when other schools have falling rolls?</i></p> <p>A: The school has a good reputation and welcomes visits to the school. JF advised that pupil numbers have reduced slightly but to a lesser extent than other schools and KWS is still the school of first choice for local families. It was acknowledged that having a nursery is a benefit in this regard.</p> <p><i>Q: Did the families who withdrew children give a reason?</i></p> <p>A: There were four children affected from two families. One family felt their child was insufficiently challenged by the reading scheme and should have been moved through more quickly. However, our assessment of competency did not justify the action the parent was requesting, so it was suggested to parent that instead the child to moves through the reading for pleasure scheme and is reassessed upon request however, parent still withdrew their children. The other family's children had very poor attendance and decided to remove to</p>	

electively home educate (EHE) in the summer term. It was noted that EHE is a simple process and there are very little formal requirements.
JF advised that there are no trends in terms of school leavers.

Q: The standing orders state that Governors are involved in the appointment of middle leaders as well as senior leaders. This hasn't happened for some time. Is there any value in Governors being involved in those appointments?

A: JF stated that she is happy for Governor involvement in middle leader appointments but is always conscious of the time requirement. It was noted that middle leader appointments are usually made internally. JF assured Governors that due process is always followed. It was agreed that JF will contact Governors when a vacancy next arises.

Q: How far away are we from the target attendance figure? What is being done to prevent persistent absence and how effective is it? Do you measure effectiveness and use new strategies to improve it?

A: Non-attendance at KWS is currently 0.2% higher than national. Absence was 6.4% at the end of last academic year which is higher than national average. Unauthorised absence is in line with national. In the winter months last year there was a lot of illness. Persistent absence remains higher than national. JF reminded Governors of the absence process and gave assurance that staff work hard to address absence. Parental engagement continues to be an issue in this matter.

Governors requested that attendance/absence data is provided for specific groups of pupils (e.g. pupil premium, SEN, etc.). JF assured Governors that conversations with parents are supportive however, there is parental resistance at times.

Q: Are we adequately resourced for working with families (i.e. parents, not just children)?

A: We have allocated every penny of resource we can but there is insufficient support at county level: the LA no longer has an Education and Welfare Officer; there is a shortage of social workers; lengthy CAMHS delays, etc.

Q: Are you saying nothing can be done?

A: We are doing everything we can. It was noted that the school is more heavily resourced with pastoral staff than other similar schools and that last year average attendance was just below national average.

Q: How can we bridge the understanding gap with parents? Is resource being utilised in the best way for families?

A: I believe it is.

Q: What is uptake for parenting workshops like?

A: Not good.

Q: Does resource need to be used more creatively to meet the needs of families?

A: We have a general offer but where families are causing concern we develop a bespoke plan.

SJ will conduct an attendance link visit and provide feedback at the next meeting.

JF reminded Governors that the SDP includes a dedicated section on attendance.

Q: Included in the school demographics is the figure of 82 children with medical

SJ

	<p><i>conditions. Can you tell us what constitutes a ‘medical condition’ and therefore which children are included in this number that we might not expect?</i></p> <p>A: Mainly asthma, also eczema and allergies. There is one child with visual impairment.</p> <p><i>A Governor queried behaviour in year 6.</i></p> <p>JF advised that this relates to an individual child for whom a bespoke timetable has been developed and a risk assessment undertaken to support the education, safety and well-being of the child and their peers, as well as the safety and well-being of staff.</p> <p><i>Governors expressed thanks to JF for the comprehensive report.</i></p>	
6.	<p>School Development Plan</p> <p>The SDP had been circulated in advance of the meeting and questions were invited.</p> <p><i>Q: Please provide more information about well-being and mental health of staff and children. What does this involve and why it is considered important to be part of the SDP?</i></p> <p>A: JF referred Governors to the link to the well-being strategy included in the SDP which contains the detail requested however, it was noted that the link is blocked by Google. JF to circulate the strategy via email.</p> <p><i>AS suggested adding cyber security requirements as per Keeping Children Safe in Education (KCSiE) to the SDP. JF assured Governors that the requirements are being delivered but it is difficult to measure how well children understand this. AS reminded JF that the DSL must have training on generative AI and misinformation.</i></p> <p><i>Q: There has been no literacy lead for half a term due to paternity leave, what alternative arrangements have been made?</i></p> <p>A: LV is covering.</p> <p><i>Q: [To LV] How confident are you that you have capacity?</i></p> <p>A: To manage workload the focus is currently on KS2 reading, and writing is on hold until MH returns.</p> <p><i>Q: Is phonics taken care of?</i></p> <p>A: All CPD is in place and KS1 and Early Years leaders are very knowledgeable. White Knights advisors completed a review, Read Write Inc advisors are also undertaking termly visits as KWS is a RWI school.</p> <p><i>Q: Has training already impacted practice?</i></p> <p>A: The training took place last week so would need to discuss its impact with Jenny Tennant, Phonics Lead. Jenny can assign training to specific individuals and has begun coaching. There is greater consistency across the board and all resources are readily available. Strong Start is implemented in Reception with baseline phonics testing at the end of the first two weeks to begin phonics earlier. Every KS2 teacher has undertaken reciprocal reading, some are on day two and LV has modelled this to staff and is handing over to MH tomorrow.</p> <p><i>Governors expressed thanks to LV for her work on this.</i></p> <p><i>Q: Can you share the self-evaluation planning tool with Governors?</i></p> <p>A: Yes but it can't be shared with other schools due to copyright. JF provided</p>	JF

	<p><i>Q: Do parents want mainstream or are they open to special school?</i> A: They are on board with school.</p> <p>JF advised that a large number of children in YR are not yet toilet trained some due to disability and the school cannot refuse entry to these children.</p> <p><i>It was noted that AH is challenging progress and attainment during her visits and AH highly commended the school's inclusion team supported by senior leaders.</i></p> <p>It was agreed that AS will conduct a GDPR/cyber security visit this term and noted that work is underway on compliance.</p> <p>AS advised that the Information Commissioner's Office (ICO) is pursuing schools and other public sector bodies on issues: one school for cyber security and another for a data breach.</p> <p>It was noted that the nursery hack over the summer was conducted by teenagers who stole passwords.</p> <p>JF advised that she will cancel the contract with the LA and appoint an alternative provider.</p> <p><i>Q: Is there anything Governors should/shouldn't do to avoid issues?</i> A: AS recommended that Governors undertake training and it was agreed that AS and SG will develop some KWS specific guidelines for Governors.</p> <p><i>Q: Do Governors have access to confidential pupil information?</i> A: No.</p> <p>It was agreed that JF and AS will discuss two factor authentication (2FA) however, it was noted that this could be a challenge as most 2FA is done on mobile phones which is a personal device and not permitted on staff during the school day.</p>	<p>AS</p> <p>JF</p> <p>AS/SG</p>
Concluding Business		
8.	<p>Policy Reviews</p> <ul style="list-style-type: none"> a) Child protection and safeguarding b) SEND c) Admissions 2027 d) Risk Register e) Governors' Allowances <p>The policies at 8a-c and 8e were approved as presented.</p> <p>The model risk register had been circulated in advance of the meeting and it was noted that it is a requirement. It was also noted that KWS has a business continuity plan (BCP) and risk management tool which will feed into the risk register.</p> <p><i>Q: Who assesses risk?</i> A: There is guidance on the document, LS gave a brief explanation of the formula. It was agreed that JF and AS will populate the risk register.</p> <p>Risk register to be a standing FGB agenda item going forward.</p>	<p>JF/AS</p>

9.	<p>National and Local Developments</p> <p>a) KCSiE September 2025 b) Ofsted Framework November 2025 c) EYFS Framework September 2025</p> <p>The updated guidance was noted and Governors were requested to read KCSiE and confirm they have done so on GovernorHub, and familiarize themselves with the Ofsted framework. The Curriculum Committee will review the EYFS framework.</p>	Curr. Comm agenda item
10.	<p>Any Other Business</p> <p>There was no other urgent business for discussion.</p>	
11.	<p>Governance Impact</p> <p>Governors agreed they had all had opportunity to contribute fully to the meeting.</p> <p>It was agreed that the link governor for attendance and pupil premium will be valuable in making education for vulnerable pupils as beneficial as possible.</p>	
12.	<p>Next Meeting</p> <p>The following forthcoming meeting dates were noted: Resources Committee 11th November 2025 Curriculum Committee 18th November 2025 FGB 24th February 2026</p> <p>As LHD will retire as a Governor as of 31st December and on the occasion of his final FGB meeting, LHD was thanked for his service as a Governor at KWS.</p>	

Meeting closed 8.24pm

No.	Ref.	Action	Who	When
1	3a	Promote Parent Governor vacancy	JF	ASAP
2	3e	Develop a annual plan of work	SJ/SW/AH	24.02.26
3	4b	Pursue review of governance	JF	04.11.25
4	4b	Review DfE well-being guidance and the youth sports strategy	SW	24.02.26
5	5	Conduct attendance link visit	SJ	24.02.26
6	5	Circulate well-being strategy	JF	24.02.26
7	5	Circulate self-evaluation	JF	24.02.26
8	5	Conduct Governor skills audit	SG	Aut 2026
9	7a	Undertake parent survey at parent afternoons during November	JF	24.02.26
10	7d	Conduct GDPR/cyber security link visit	AS	24.02.26
11	7d	Appoint new IT provider	JF	24.02.26
12	7d	Develop data protection guidelines for Governors	AS/SG	24.02.26
13	8	Populate risk register and review at every FGB meeting	AS/JF	24.02.26
14	9	Review Early Years framework	Curr Comm	18.11.25