

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES
FULL GOVERNING BODY MEETING & ANNUAL GENERAL MEETING HELD ON
THURSDAY 25TH SEPTEMBER 2025 AT 6PM**

PRESENT: Mark Paxford, Carol Foley, Richard French, Hayley Roberts (via Teams), Zoe Armstrong, David Halls, Martyn Riley and Sarah Errington.

Clerk: Danny Holland.

1	Welcome and Opening Prayer The meeting was formally opened by the Chair, RF. SE led governors in prayer.
2	Apologies for Absence Apologies had been received and accepted from Naomi Olnier.
3	Register of Business & Pecuniary Interests No changes declared. Annual Declaration Form to be circulated to governors to complete. (Action: DH)
Annual General Meeting	
4	Election of Chair MP was proposed by RF, seconded CF. All in agreement. MP was elected Chair of Governors.
5	Election of Vice Chair It was agreed that there would be Co-Chairs, this would enable continuity and development. ZA and CF were proposed by MR, seconded by DH. All in agreement. CF and ZA were elected as Co-Chairs.
6	Terms of Reference (ToR)/Scheme of Delegation (SoD) (inc format/times of meetings for 25/26) Subject to academic year dates being clarified and election of the Chair and Co-Chairs being updated this was adopted. Proposed RF, seconded DH. (Action: DH to update the Tor/SoD)
7	Monitoring Policy 25/26 HR advised that the policy would need to be reviewed to align it to the new Ofsted framework. It was agreed to continue with the current monitoring policy subject to changes aligned to the SDP and the new Ofsted Framework. This also means that the

	governing monitoring reports used would also continue to be used.
Full Governing Body	
8	<p>Minutes of the Previous Meetings</p> <p>The minutes of the meeting held on the 22nd May 2025 had been circulated prior to the meeting.</p> <p>CF had advised of queries/inaccuracies that needed to be revisited and updates made prior to being approved. (Action: DH will review the queries, update the minutes, in conjunction with MP and HR and recirculate).</p>
9	<p>Matters Arising & Actions (from previous minutes)</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Lockdown monitoring report to be shared with the School Business Manager (Action HR) • Double Sided Film – The film that was placed on the windows is not effective as you can still see through the windows. Alternative options will need to be considered. <p>Review of Actions:</p> <p>Action HR: Parent Questionnaire to be sent out, has this been done? The questionnaire will be sent out this term. Ongoing.</p> <p>Action HR: Rescheduling of the school distinctiveness meetings. Ongoing</p> <p>Action DH: Sarah Errington is unable to access right choice. Completed</p>
10	<p>Ofsted Framework</p> <p>MR provided an overview of the new framework and what the school have started to do to in terms of self-evaluating against this, with evidence to assess where the school is.</p>
11	<p>Head Teachers Update (verbal)</p> <p>Attendance</p> <p>Attendance is above National.</p> <p>Persistent absence is high at 11.7%? Yes, 2 children have had periods of absence which has impacted the persistent absence %. It was to be noted that it is very early in the academic year and this impacts the attendance.</p> <p>Staffing</p> <p>There were 3 members of staff who left at the end of the summer term. Teaching staff and TAs, with the exception of a 1:1 TA who has moved class with the pupil have remained in the same classes as the previous year. Kimberly Brown has started as the School Business Manager and has settled in well. Julie Williams has been appointed as a TA in Fox Class. Trudy Snow has been appointed as a Cleaner in addition to her existing roles in the</p>

	<p>school. Hayley Sanders has been appointed as a MDSA.</p> <p>Mobility Year 1 child left – relocated. A child on the waiting list has been offered a space from waiting list and has started. Year 3 child left – relocated. Year 4 child left – relocated. There has also been 2 children who have left to be home educated. There has been 4 new children (In-Year transfers) who have started. Requests for places in Years 2 & 3 have been made but there are currently no spaces.</p> <p>Forest School Forest School is up and running. All children are having 2 forest school sessions over the year and Forest School clubs are also being offered.</p> <p>Community Links Links with Bowood continue as well as with Kingston House.</p> <p>School Improvement Advisor School Improvement Advisor and the Wiltshire Regional Lead will be undertaking a review/evaluation on the 19th November 2025.</p> <p>Interventions There has been a re-focus on how interventions are carried out. The school will be utilising the highly skilled staff members. SATs boosters are planned.</p>
12	<p>Data</p> <p>Assessment Data information had been circulated ahead of the meeting.</p> <p><u>Year 6 - Data</u> The Year 6 outcomes were disappointing and not reflective of the scores achieved in the practice tests in the lead up to SATs. Contextually they were a very challenging group. MR provided a background around the cohort:</p> <ul style="list-style-type: none"> ○ 2018/2019 - EYFS – Reading 69%, Writing 66%, Maths 80% ○ 2019/2020 – Year 1 - Covid – no data ○ 2020/2021 – Year 2 - Covid – no data ○ 2022/2023 – Year 4 – Reading 59%, Writing 55%, Maths 48% <p>Whilst it is recognised that Covid should not be used as a reason for the outcomes it is evident that it did have a significant impact on the cohort. In addition, there has been a significant number of children who have joined the school who were below expectation.</p> <p>Outcomes:</p>

- Reading, Writing, Maths Combined = 59% ARE (National 62%), Greater Depth 7% (National 8%)
- Reading = 62% ARE (National 75%), Greater Depth 14% (National 33%)
- Maths = 66% ARE (National 74%), Greater Depth 10% (National 26%)
- Writing = Writing was a strength with above National at ARE and Greater Depth.

Question level analysis will be carried out to identify the specific areas of focus. However, for maths it is the arithmetic which is known to be an area of focus and this is being targeted daily.

An application for 2 children to be removed from the data has been submitted. If the applications are successful the Reading, Writing and Maths combined would increase to 62% which is in line with the National expectations, Reading would increase to 66%, Writing would increase to 81% and Maths would increase to 70%.

Could there be more benefit of introducing and developing skills in lower years that can be built on year on year? MR advised that in maths this is already being discussed and thought about how this can be introduced and how other subjects would be reviewed too.

Data – Across the School

Progress and attainment had grown which included an increase in those working at Greater Depth across the school. The year group that didn't was year 3 (now Year 4 cohort) where there are challenges.

The SIA has reviewed the official data from DFE system and advised on the following:

- **EYFS** – GLoD 70% achieved the expected level, this is above National.
- **Year 1 Phonics** – There were 93% of the children passed. The school is significantly above National which is 80%.
- **Year 4 MTC** – Those achieving 25/25 was 47% and is significantly above the National average of 38%.

Year 6 - Currently

The current Year 6 have a drive to learn. Drop in's into the Year 6 class have been carried out and no concerns have been identified.

Maths

Maths is a concern in school, **Governors asked to be informed on what is happening to address this?** MR explained that we were disappointed with the maths results this year despite the children working hard and showing good progress on the scores in the practice test just prior to the actual papers. As a school we are reviewing our current maths scheme in order to identify a new approach for next year. In the meantime we are supplementing the Power Maths scheme with additional arithmetic, fluency and reasoning work. In EYFS and KS1 we have introduced Mastering Number. MR advised

	<p>that an experienced HLTA, who skills are in mathematics will be focusing on maths interventions with identified Year 6 children in addition to focussed class activities.</p> <p>What has been happening with Maths development for Year 6 between May-September? The subject leader is looking at what alternative maths schemes are available and will work with staff to identify which approach will meet our needs. A visit to a school using 'Can Do Maths' will be arranged to understand how this is delivered and to see the impact this has had on outcomes.</p> <p>What is in place to monitor the success of the interventions put in place? A Maths SATs paper was given to the Year 6 class on their first day back from the summer holidays. Another SATs paper will be completed ahead of the next data drop and the scaled score data will be reviewed at which point the indication of the effectiveness of the additional work will be known. In addition, across the school, every long term each class will have PUMA assessments which feeds into teacher judgments. Strengths and weaknesses are identified and a refocus where required will be put in place.</p> <p>How is progress measured in maths interventions? Regular SATs practice tests and end of unit tests measure progress and help to inform the areas that are covered during the interventions. Daily arithmetic tests are also delivered in Yr.6 and from these scores the class teacher can inform the people delivering the interventions what to focus on. There are then opportunities for children to concentrate on specific areas.</p> <p>MR provided an overview of the maths curriculum over Year 5 & 6 that highlighted that the curriculum is taught right up to the SATs taking place.</p>
13	<p>Safeguarding</p> <p>Child Protection Last year there were 34 Child Protection concerns raised throughout the year. Staff are very conscious of the importance of the need to record concerns.</p> <p>Training Lucy Hurren has completed the DSL training and is now part of the schools safeguarding team. A LA Safeguarding representative carried out the Staff TD Day Safeguarding training. All staff have completed the National College Online Safeguarding training All staff and volunteers have been asked to complete the safeguarding checklist Governors were reminded to review and respond to the email sent on 2nd September 2025. (Action: All) Online Safety training reference at the Training Day needs to be circulated to Governors (Action: HR).</p> <p>Safeguarding Report The annual safeguarding report from the safeguarding governor (CF) had been circulated.</p>

14	<p>Church School Distinctiveness</p> <p>A new RE Syllabus is being introduced this year by the schools in the HUB. NB will be attending a course followed by a meeting of the Hub schools.</p>
14	<p>School Development Plan</p> <p>This is under review, aligned with the revised Ofsted framework and following a review of the School Improvement Adviser. Action: HR to circulate Self Evaluation and Improvement Plan once ready to governors for review outside of a FGB meeting following which a Teams meeting is to be held to go through it.</p>
16	<p>Policies</p> <p>The policies had been circulated ahead of the meeting.</p> <p>The following policy was proposed and seconded:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy – proposed DH, seconded RF, all in agreement. <p>The following policies were adopted ‘en-bloc’:</p> <ul style="list-style-type: none"> • Chippenham Village Hub Attendance • Concerns and allegations • SEND Information Report • Charging and Remissions • Code of Conduct • Disciplinary Policy • Handwriting Policy • Low Level Concerns Policy • Phonics and Early Reading Policy • Safeguarding and Child Protection Policy – propose DH and seconder RF • SEND Policy • Staff Mental Health and Wellbeing Policy • Whistleblowing Policy • Grievance Policy • Flow Chart - What to do if you are worried about a child being abused, neglected or exploited • Geography Policy <p>The following policy reviews review and updating:</p> <ul style="list-style-type: none"> • RSEH Policy – Action HR.
17	<p>Finance/Budget</p> <p>25/26 Budget endorsement – Action: HR to circulate the budget to governors.</p> <p>Budget Monitoring Report – At present this is not available due to the new School</p>

	<p>Business Manager not having access to the relevant systems. The LA are aware and assisting in getting this resolved. (Action: To be circulated once access has been obtained outside of the FGB).</p> <p>Has the transfer of the bank account, access and signatories been sorted? No, this is still ongoing.</p>
18	<p>Governance</p> <p>Link Governor - SEN and Disadvantaged Learners Link Governor – David Halls. Remainder of Governor Links to be clarified upon the review of the SDP being completed. (Action: HR/MP)</p> <p>Associate Governor – Kimberley Brown, the new School Business Manager, was proposed as an Associate Governor by MP, seconded ZA, all in favour. (Action: DH to update the relevant governor records)</p> <p>Governors Code of Conduct – Action: DH to circulate to governors for acceptance.</p>
19	<p>AOB</p> <p>Residential Trip 2024/25 – approved. HR designated officer for ensuring all the necessary risk assessments have been completed.</p> <p>PAN 26/27 – 30 agreed.</p> <p>Website - Governance section on the website requires updating. (Action: DH)</p>
20	<p>Meeting Close</p> <p>Next Meeting: Wednesday 25th November 2025 at 6pm in school.</p>

Actions (Meeting 25th September 2025)

Agenda Item	Owner(s)	Action
3	DH	Annual Declaration Form to be circulated to Governors to complete.
6	DH	The ToRs/SoD to be updated: <ul style="list-style-type: none"> ○ Academic Years to be updated ○ Co-Chairs to be highlighted
7	MP/HR	Monitoring Policy to be reviewed once the School Development Plan has been reviewed/updated.
8	DH (MR/HR)	The queries with the minutes of the last meeting (22 nd May 2025) will be reviewed and updated in conjunction with MP and HR then recirculated.
9	HR	Parent Questionnaire to be sent out, has this been done? The questionnaire will be sent out this term.

9	HR	Rescheduling of the school distinctiveness meetings. Three meetings to be planned over the academic year.
9	HR	Lockdown Monitoring Report to be shared with School Business Manager.
13	DH	Safeguarding Training email to be re-circulated to all governors for the relevant action(s) to be undertaken and confirmed back to HR
13	HR	Online Safety training to be circulated to governors to undertake
15	HR	School Development Plan: 1. To be circulated to governors once ready 2. Teams meeting to take place with Governors to discuss and go through.
16	HR	RSEH Policy to be reviewed and updated.
17	HR	25/26 Budget to be circulated.
17	HR	HR to ask School Business Manager to circulate a Budget Monitoring Report as soon as access to the relevant financial systems has been obtained.
18	HR/MP	Link Governors to be assigned at or following the SDP Teams meeting.
18	DH	Kimberley Brown to be added to governor records and databases.
18	DH	Governors Code of Conduct to be circulated.
19	DH	Website – Governors section to be updated.