

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES
FULL GOVERNING BODY MEETING & ANNUAL GENERAL MEETING HELD ON
WEDNESDAY 26TH NOVEMBER 2025 AT 6PM**

PRESENT: Mark Paxford, Carol Foley, Richard French, Hayley Roberts , Zoe Armstrong, David Halls, Martyn Riley, Sarah Errington, Kim Vale and Kimberley Brown.

Clerk: Danny Holland.

1	Welcome and Opening Prayer The meeting was formally opened by the Chair, MP. SE led governors in prayer. A special welcome was given to Kim Vale and Kimberley Brown who were attending their first governing body meeting as newly appointed Foundation Governor and Associate Governor respectively.
2	Apologies for Absence Apologies had been received and accepted from Naomi Olnier.
3	Register of Business & Pecuniary Interests No changes declared.
4	Minutes of the Previous Meetings The minutes of the meeting held on the 22nd May 2025 had been circulated prior to the meeting and were agreed. The minutes of the meeting held on the 25th September 2025 had been circulated prior to the meeting and were agreed.
5	Matters Arising & Actions (from previous minutes) Matters Arising: None. Review of Actions: see actions log below.
6	Head Teachers Update (verbal) Staffing All teachers have had their performance reviewed. Forest School Forest School has been renamed ‘Wildlings’ and had an official opening ceremony attended by the chair of governors and vice chairs. The handmade sign was kindly donated by a child’s Uncle.

	Extra-Curricular Activities External Providers still come into school to support in school activities and our staff are also offering 1 club per year (a 10 week period). Field work trips are planned in line with our new Geography fieldwork curriculum. School Improvement School Improvement visit being carried out on the 8th December 2025. Interventions and Booster Sessions Plan and Impact Report had been circulated. A member of the LA SEND team is visiting the school and one aspect will be for any additional interventions to be identified which will be added. Handwriting was identified as an area of focus but this does not appear in the report as something to be worked on as part of interventions. Handwriting is done as a regular activity during the class/lessons and practice opportunities are also given. Handwriting is also an area of focus across the Hub. Attendance Attendance is at 96.6%, above National. Attendance letters issued recently have been sent via Insight (our assessment programme) which is a more efficient way of sending these. Parent Questionnaire The results were circulated at the meeting. 56 responses received back. A comparison with last year's results had been carried out with the overall results showing a positive increase. In addition to the individual responses to questions there were positive comments also received. In relation to our behaviour policy questionnaire there were 2 areas that were noted for review, these were around children's names being placed on the whiteboard at KS2 and children missing some of their breaktime due to poor choices being made. HR advised that names of children will now not be displayed on the whiteboard although the teachers will make a note of the children's names in a behaviour book. It was felt that the Hot Air Balloon, Sunshine and Cloud system worked at KS1 and that it was mainly to celebrate good behaviour and the cloud was rarely used. In terms of children missing breaks, a discussion took place on this, however it was recognised that there does need to be some consequence when there have been poor choices and that in terms of the reflection time that needs to take place this can only be done when the school have available staff to work with the children which is during morning break. The majority of the responses from the behaviour questionnaire showed that parents would rather their child not miss learning time. Reflection time is a supported activity and helps the children to consider what they could have done differently to make better choices. Rarely do children miss a whole break time and the behaviour policy is amended to support those who may find making the right choices challenging.
	SDP & SEF

	The School Evaluation and Improvement Plan (SEIP) has replaced the SEF and SDP and had been circulated. It will be a working document which has 7 different sections. Safeguarding is one section however the judgement against these areas is either met or not met, current judgement is 'met'. The other sections have been RAG rated with supporting evidence identified and highlighted, a working document. Governors will need to monitor thoroughly. A draft monitoring plan has been developed.
7	Governor Monitoring & Training Governor Monitoring Areas ○ Safeguarding – CF ○ Attendance and Behaviour – CF ○ SEND, PP and Inclusion – DH ○ EYFS – ZA ○ Leadership and Governance – All Governors ○ Curriculum, Teaching and Achievement – MP, ZA, NO and RF ○ Personal Development and Wellbeing – KV, SE Subject leaders staff list to be circulated Action HR Governor Monitoring Undertaken ○ Head, Chair and Vice meeting has been held. Governor Monitoring Policy HR talked through an additional monitoring form that outlines the key specifics that governors should be looking for will be added. Policy to be updated to align with the SEIP Action: MP Training The following training has been undertaken: ○ HTPM Overview – MP ○ New Chair/Vice Chair Network – MP ○ Pupil Premium and Inclusion – DH ○ Induction Training – SE The following training is planned: ○ Governor Induction Training - KV
8	Admissions September Intake - We have shown large numbers of families around this year for our 2026 intake – hopefully this is indicative of a full offer of 30 spaces. Policy 27/28 – The policy is out for consultation which ends on the 10th December 2025. Appeals – There are 2 appeals being handled for places in Year 3 & 5.

9	Safeguarding The SENCo has completed the DSL refresher training. Safeguarding system has been updated, new features have been added. One challenge with the system is that teachers are unable to see chronology of their entries. A discussion was had around whether to give teaching staff DSL access however there were questions around GDPR and confidentiality. We agreed to ask the LA safeguarding team for advice when they attend next week. An SCR meeting has been undertaken. A Safeguarding monitoring visit will take place on 2nd December 2025 by the LA. The annual safeguarding audit is also planned to be carried out by the end of January 2026.
10	Finance The financial documents had been circulated in advance. The following questions were asked: Income Other income: Estimated commitments to year end: £3,500, this figure is showing as a debit not a credit to our income is there a reason for this? KB advised that an adjustment needed to be made and monies moved between cost centres. This has been correct. The school are tracking year end c/f of £11,700. PE Grant income: £17,789, why are we forecast to only receive £16,307? PE Premium grant has reduced PP Income: £44,917, why is there a year end predicted deficit of £4,444.38? PP budgeted for an extra PP child that the school doesn't have and 2 LAC have been adopted. Expenditure Repairs and Maintenance, are the new boiler replacement costs included? Assume cost may just be governor contribution if we can use our Diocese DFC? It is not included as the diocese will be contributing. Have we accounted for the replacement fire door programme? See item 11. There are no predicted spends to end of year for Literacy – do we not expect any further English costs? There isn't any expenditure identified at present. Bank charges, 400% overspend – what is the reason, can we claim any of it back from the bank/s? Banking is overspent due to monthly charges, however, with the ceasing of cheques being processed which is a charge and the functionality to do BACS this will reduce the charges.

	Photocopier contract, why is there no predicted spend for year end to March 2026 (not sure if we now just pay annual fee)? The school pays an annual fee.
11	H&S and Premises Fire Doors – funding will be required and an application will be made to the Diocese. The Fire Door new assessment has been carried out. The new report received shows that the previous requirement of 17 new doors is not necessary. The new report highlights that though some minor rectifications are required there are 2 doors that are probably in need of replacing. Boiler – A new boiler has been installed due to the previous one breaking down and beyond repair. Waste Suppliers – the schools waste suppliers are changing which will result in circa. £1100 a year saving.
12	Church School Distinctiveness Wiltshire have introduced a new RE syllabus. A Hub meeting with RE leads is planned to discuss what the new syllabus could like in schools. A Church School Distinctiveness meeting is due to take place on 3rd December 2025.
13	Policies The policies had been circulated ahead of the meeting. The following policies was proposed and seconded: • EYFS – proposed MP, seconded ZA, all in agreement. • Pay – proposed MP, seconded RF, all in agreement. The following policies were adopted ‘en-bloc’: • Behaviour Policy • Behaviour Principles Written Statement • Child on Child Abuse Policy – Child Version • Child on Child Abuse • Collective Worship • Complaints • ECT Induction • English • H&S • PE • Managing Serial and Unreasonable Complaints • PSHE • Pupil Mental Health and Wellbeing

	• RE • Safe Use of AI • Spirituality • Staff Behaviour • Teaching and Learning • In-vacuation Procedure • In-vacuation, Evacuation and Lockdown • Lockdown Procedure
14	AOB None. SE closed the meeting with a prayer.
15	Meeting Close Next Meetings • 29th January 2026 in school at 6pm • 7th May 2026 • 9th July 2026

Actions (Meeting 25th September 2025) FGB Actions from September 2025 Meeting

Agenda Item	Owner(s)	Action
3	DH	Annual Declaration Form to be circulated to Governors to complete. DH sent declaration forms out to FGB
6	DH	The ToRs/SoD to be updated: ○ Academic Years to be updated ○ Co-Chairs to be highlighted Completed
7	MP/HR	Monitoring Policy to be reviewed once the School Development Plan has been reviewed/updated. Monitoring policy to be amended in November meeting with all governors present.
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 MH and HR then recirculated. FGB minutes for May completed and re-circulated.

9	HR	Parent Questionnaire to be sent out, has this been done? The questionnaire will be sent out this term. Questionnaire sent out 19/11/25 will close on 24/11/25.
9	HR	Rescheduling of the school distinctiveness meetings. Three meetings to be planned over the academic year. One planned for November 2025 during staff meeting time.
9	HR	Lockdown Monitoring Report to be shared with School Business Manager. Kimberley has a copy of the report and has ensured actions have been taken. HR has also amended policies in light of this and has fed back to Zoe who completed the monitoring report.
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 HR has personally emailed all governors regarding the outstanding training. Thank you all for your understanding in completing this.
13	HR	Online Safety training to be circulated to governors to undertake As above
15	HR	School Development Plan: 1. To be circulated to governors once ready 2. Teams meeting to take place with Governors to go discuss and go through. Circulated to governors prior to FGB to be discussed at FGB and monitoring policy updated / monitoring areas assigned.
16	HR	RSEH Policy to be reviewed and updated. On hold – this policy is not required to be in place until 26/27.
17	HR	25/26 Budget to be circulated. Kim has sent 25 / 26 to Danny to circulate to FGB.
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. Kimberley shared this with Finance committee and she will share with all FGB in advance of the next FGB
18	HR/MP	Link Governors to be assigned at or follow the SDP Teams meeting. To be assigned at FGB 26/11/25
18	DH	Kimberley Brown to be added to governor records and databases. HR has added Kimberley to One Note and she has confirmed access.

18	DH	Governors Code of Conduct to be circulated. DH circulated the code of conduct to governors.
19	DH	Website – Governors section to be updated. DH has sent information to HR who has updated the website.