Monksdown Primary School 24th September 2026

Present

Martin
Josh
Jacqui
Kate
Joanne
Gill

Also Present

Chris — Clerk to Governors

Apologies

Sequoia (contacted prior to the meeting HT and commented on agenda, reports etc)

Clare Essame (attempted to join via Zoom- failed due to poor reception)

Item	Minutes	Action
Item 1- Welcome and Apologies	The Chair opened the meeting at 9:30 am and welcomed the Governors. Martin , Chair, and Josh , Vice Chair were both re-elected to their roles for the next academic year. The Chair reminded Governors that there are still parent vacancies on the Governing Body. Chair and Vice Chair suggested that they could offer a drop-in session for perspective parents showing an interest in the role. There were no declarations of interest documented.	• ***Chair/VC to liaise with HT to arrange a drop in session for perspective parent governors.***
Item 2- Minutes from previous meeting	Minutes were available for Governors on GovernorHub prior to the meeting. Minutes from the previous meeting on 9/7/26 using a cover clerk due to the permanent clerk's absence were discussed. Chair commented that he thought that they were a little sparse in detail and that a draft copy should have been sent to HT prior to them being uploaded to GovernorHub.	• ***Clerk to email Terry Brown from Governor Services to request this.***
Item 3- Finance and Budget Monitoring	Budget report was circulated. BM explained that SIL previously liaised with school to set the budget. LCC are now working alongside school and it was noted that there has been a different level of support and some confusion during the transition. The budget remains in a healthy position see page 2 of the report. The BM is due to attend a forthcoming training conference with colleagues across the authority which should offer support and clarity through the changes of systems. School finance officer representative from LCC has visited school to meet with the HT and BM to verify the	• ***BM to attend Finance conference with LCC***

	finances and budget. The Budget Report was shared and is available on GovernorHub. ***A governor asked*** if school have to use LCC's budget services. HT explained that, as a Liverpool community school, they do. BM presented a detailed explanation of the budget as of 21/9/26 to governors including details regarding overspending on the buildings budget- see report .It was noted that Capital funding was saved to pay for the new boilers and the programme of installing air con was ongoing. The recent renovation of the Y2 toilets was funded via capital funding. A further bid will be submitted to renew the Y1 toilets and the external wooden facsias around the school building. ***A governor asked*** if money can be moved from different budget allocations to address urgent pressing needs. Bm explained that some funds from reserves can be used for building needs. BM has asked LCC for some money towards a new boiler. BM highlighted that with the exception of the buildings account the budget is in the black and very healthy. ***A governor asked*** if it is likely that we will overspend anywhere and will we overspend on supply cover? BM shared that supply cover had been reduced due to the restructuring of staffing and deployment of staff, although is mindful that there has been quite a lot of sickness already and that one member of staff has a scheduled operation and another due to go on maternity leave this term. HT explained that the English and Maths leads have management time to monitor, case sample to work in classes across school to share good practice and offer support to colleagues. The Associate SENDCO is working one day per week in EYFS supporting 'strong Foundations' and early intervention leading to referrals if necessary. The framework and changes for safer eating & safer sleeping in EYFS were didcussed. Our school Resource bases were discussed. A panel meeting will take place this half term to look at referrals and decide who is best to access the support. KN has a TLR and responsibility for this. Governors discussed changes in SEND – funding and the inclusion strategy. HT & SENDCo are working on this. To be published by the end of December. HT has been teaching in Foundation Stage to cover staffing which has been much valued and	• ***SBM to feedback response from LCC Capital Works***

	appreciated by all parties. Governors asked about HT well-being. HT stated whilst it was a challenge and she had to work into the evenings that the advantages outweighed this. HT has a clear view of the baseline of the new Reception children and of SEND needs. High expectations were set straight away and along with the EYFS lead (who teaches in Reception) they have a good indication of starting points. ***A governor asked*** will we spend more on supply for non-teaching roles? BM clarified that catering and cleaning supply is financed differently to teachers and TAs HT and BM both confirmed that it is not financially beneficial to pay for supply insurance we tried this last year and the insurance company would not pay out for pre-existing condition therefore school did not receive money in most cases and have a reserve allocated in the budget to cover this if needed. ***Chair and VC both thanked*** the HT and BM for managing the budget so efficiently for the well being of the pupils and staff and that strong management, quality teaching is fundamental to the success of the school. FSM/PP system has changed which has led to some confusion with parents and carers. There are two categories now: targeted & expanded. This has taken up a lot of administration time and work is ongoing.	
Item 4- Health and Safety	An overgrown tree has been cut back at a cost of £2000. The Gym equipment on the playground had started to rust and became unsafe. It has been out of use following an inspection. We are removing this equipment and replacing it with a trim trail which the children are going to love. Outside KS2 hall there are some trip hazards with tree roots protruding under the asto. These trees are protected as a result HT will need to liaise with LCC to check what can be done. HT will ask for the condition survey carried out over the summer to see if both the Facsias and trees were included. ***JC suggested*** contacting the company Lovell to request a free of charge risk assessment and informed governors that Sequoia Chapman has a contact with the company. JC also suggested that as Colbalt homes are doing a lot of building work in the local community could they be approached to provide some work as an act of goodwill. ***A governor suggested*** that we could ask Pupil Voice for ideas and feedback regarding the outdoor provision.	• ***JC recommend the headteacher contacting Sequoia Chapman to liaise with HT/BM to contact Lovell or like company regarding asking for support and if possible free expertise.*** • ***HT/BM/C/VC to liaise regarding approaching Colbalt.***

	HT asked the Chair to complete a H&S walk/audit in November.	• ***HT to discuss with school council*** • ***Chair to complete H&S walk in November.***
Items 5/6/7- School Improvement Plan/Planning and Monitoring/Strong Foundations	HT had shared the report on GovernorHub prior to the meeting. HT stressed that the priority focus is disadvantaged pupils and Strong Foundations which are basic skills (Reading, Phonics, Writing, handwriting, Oracy & Maths) especially through the lens of Disadvantaged pupils. Discussed inclusion and attendance. HT asked governors for comments or questions regarding the report and explained that everything is linked up including appraisal, enrichment, School improvement plan and SEF for the good of the whole school. This enables everyone to have a strong focus and clear direction. HT stressed that if disadvantaged pupil needs are addressed all pupils' benefit. HT stated that some targets are aspirational and challenging eg attendance. High end absentees are being specifically targeted. Every effort is being made to reduce school absence and is stressing to parents the impact of absence on pupils' education. Holiday absence is a major factor in school attendance. HT has explained to parents that fines issued are from LCC and not the individual school. ***Chair expressed*** his empathy with parents regarding holiday costs/fines however, strongly supported school with their endeavour to improve school attendance. V***C was in support*** of school too and thanked HT for her transparency and support. BM commented that she has asked parents to be honest if children are absent due to a family holiday. HT explained in detail the vision for achievement, inclusion and curriculum. SLT and school leaders are holding each other to account for the school to continue to move forward in the right direction. Systems are in place for monitoring and feedback (monitoring & evaluation scheduled shared). HT discussed CPD and the professional learning programme for both teachers and support staff and every aspect of training is documented. HT believes that using in house experienced staff to deliver training is working well as it is bespoke to the context of the school. Enrichment activities are offered to the children and ensure that disadvantaged and SEND pupils	

	have equal opportunities, Additionally, if through an enrichment session a talent is noted eg learning an instrument then additional opportunities are offered if possible, TAs are also contributing enormously to the enrichment opportunities, pupils and parents are delighted with the opportunities provided. This will be an agenda item at the next FGB meeting. HT shared her specific targets this half term were Strong Foundations and *Phonics.* HT shared the Strong Foundations; Bright Futures document with governors and informed them that other local schools in the network had adopted the model. Future targeted areas will be SEND, EAL, Cultural Capital- the HT explained these specific targets enable governors to hold school leaders to account. ***Chair thanked*** HT and all staff for their enthusiasm, dedication and hard work.	
Item 8- Headteacher's Report	Kate left the meeting due to teaching commitments. The report had been shared online for governors on GovernorHub to read prior to the meeting. Chair commended the HT for her vision, passion and hard work supporting the pupils, families and staff. HT expressed her delight in teaching for a period of time in EYFS to cover a phased return for a staff member. HT, despite finding it demanding, found it benefitted her with pupil/staff/parent relationships, monitoring, baseline assessment and overall vision for school. ***JC commented*** how positive it is that parents are so engaged with phonics and reading and that the staff should be commended.	
Item 9- Strong Foundations	SEND report was shared. Many referrals are currently being processed by the SENDCO. The number of disadvantaged pupils is very high. There are changes in SEND provision being introduced. Parents are finding these changes difficult, From 2029 these changes in SEND provision will be statutory. The new curriculum is being introduced in spring 2027. Staff have already worked on a strong Foundations framework including Oracy across school.	
Item 10- Updates (Allergies)	Staff have received allergy training (9/9/26) which is now mandatory for all staff. Staff responsible to manage the allergy administration etc are Joanne (admin) and rt (allergy champion). Necessary protocols are in place currently; all necessary work must be in place by January 2027. Staff have liaised with parents and children who have allergies have a member of staff	

	eating with them. There are three KITs in school (hall x2 and office x1) which contain items such as EpiPens. EYFS pupils cannot have snacks which may have a choking hazard such as fruit with seeds. However, for neurodiverse pupils who have sensory issues over food (such as cutting grapes in half) special circumstances have been considered and parents have signed to give their consent to cater to their own child's specific needs. All staff have to be aware of children with allergies and aware of the pink awareness slips and photographs of children in the kitchen. All pupils have had an assembly on Benedicts Law.	
Item 11- Policies	The following policies have been approved signed and uploaded to GovernorHub. • Attendance Policy • Behaviour and Relationships Policy • EAL Policy • Enrichment Policy • EVC Policy • Handwriting Policy • Managing Allegations Policy • Monksdown Primary School Child Protection Policy • Safer Working Practices Code of Conduct Policy • Science Policy • SEND Policy • Separated Parents Policy	
Item 12- Educational Visits	Residential trip to Redridge from 21st-25th June 2027 has was approved by governors. An educational trips audit is to be conducted during the spring term of 2027. Checks have taken place on risk assessments and evaluations of visits. Including the forthcoming trip to China for 20 pupils and 5 staff. The risk assessments have been approved by the LA. Governors thanked HT & Mrs F... for gaining the funding from Turing which not only paid for the trip but also ready ness to travel fund for disadvantaged pupils including passports, suitcases and clothing for the trip. The children will visit their partner school in Hainan (Hainan foreign Language School) The forthcoming educational trip takes place 18th to 26th October 2026.	
Item 13- AOB	A governors' audit is taking place on 24/11/26. MGL are provide a filtering and monitoring system and alert DSL's & HT to any security alerts such as pornography as part of the filtering & monitoring	• ***Governor audit to take place 24/11/26***

	service. Individual devices are traced and the school are able to identify which adults/children have accessed material as pupils have individual log ins. IT technician also provides a regular The system is highly sensitive and alerts can be triggered despite innocent searches eg bumble bee or Viking weapons. Any searches can be traced to individual logins. All staff in school are very vigilant as part of their safeguarding duty.	
The meeting closed at 11:50am		