



Woolpit Primary Academy

NURTURE • RESILIENCE • INSPIRATION • RESPECT

Minutes of the meeting of the Local Governing Body of Woolpit Primary Academy held at the school at 4pm on 7th July 2025.

Present: Sarah Brown (SB) Suzanna Prizeman (SP)
 Leonie Guiler (LG) (Deputy Head) Claire Tea (CT)
 Emma Jones (Head) Sue Yeates (Chair)
 Daniel Pettitt (DP)

In attendance: Cheryl Morgan (Governor Services Clerk)

1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>				
1.1	The Chair welcomed everyone to the meeting. Apologies for absence were received from Brian Ingham (BI) and Victoria Smithies (VS).				
1.2	Governors consented to these absences.				
2	<u>PECUNIARY AND OTHER INTERESTS</u>				
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.				
2.2	Governors noted that the register of pecuniary interests should be updated with any changes when necessary.				
3	<u>CHAIR'S ACTION/UPDATE</u>				
3.1	The Chair confirmed that no urgent action had been taken.				
3.2	There were no updates from the Chair.				
4	<u>ANY OTHER URGENT BUSINESS</u>				
4.1	There was no other business declared.				
5	<u>MINUTES</u>				
5.1	The minutes of the meeting held on 12 th May 2025 (copy in Minute Book), having previously been circulated, were confirmed and signed by the Chair.				
5.2	<u>Matters arising from the minutes</u>				
	Matters arising from the minutes not already on the agenda				
	AP	Agenda Item	Action	By Whom	By When
	1	2.3 c/f	One outstanding photo to be sent to SB for website	VS	Ongoing

	2	5.2 c/f	Once SP had done her SEND course she would liaise with SB about changes to SEND information on the website and review the policy SP confirmed that she had now attended the SEND course. Areas for work on the website were having a SEND information report (offer) and an up to date SEND policy. The Head advised that updating the SEND Information report was a priority for the summer holidays. The SEND policy sat at Trust level and had recently been reviewed with input from the SENCo's. Once the policy had been agreed by the Trust, it would be uploaded to the website. SP agreed to set up a meeting with the SENCo in the autumn term.	SP	Ongoing	
	3	14 c/f	To write up safeguarding monitoring report	VS	Ongoing	
	4	6.3	Update GIAS This had been done, subject to adding the Head as a governor.	SB	Ongoing	
	5	7.3	Equality, Diversity and Inclusion for next agenda	Clerk	Completed	
	6	16	To check when they next needed to consult regarding admissions	EJ	Ongoing	
6	<u>LOCAL GOVERNING BODY MEMBERSHIP AND ORGANISATION</u>					
6.1	There had been no changes in membership.					
6.2	It was noted that it had been agreed that the parent governor vacancy would be advertised in the autumn term.					
6.3	The Chair advised that elections for both the chair and the vice-chair roles would take place at the first meeting of the new school year, with the appointment of those elected then recommended to the Trust Board. Sue Yeates said she would be willing to continue as chair and Dan Pettitt said he was willing to continue as vice-chair.					
6.4	The programme of meeting dates for the 2025/26 academic year were agreed as follows: - Monday 22nd September 2025 @ 4pm - Monday 17th November 2025 @ 4pm - Monday 26th January 2026 @ 4pm - Monday 9th March 2026 @ 4pm - Monday 27th April 2026 @ 4pm - Monday 22nd June 2026 @ 4pm.					

7	<u>EDUCATIONAL PERFORMANCE</u>	
7.1	<u>Headteacher's Update</u> The Head explained that she and LG had met during half-term to discuss their vision for the school. She and LG then shared with governors a presentation that had already been shared with the staff (copy annexed to the minutes). Governors noted that the vision was informed by a Trauma Informed/Therapeutic Thinking approach to behaviour. Governors asked what the staff response had been The Head advised that the staff response had been positive. It was helpful that staff were able to see that behaviour and mental health issues were a national issue. Governors asked whether the vision, including the emphasis on therapeutic thinking, had been communicated to parents The Head explained that this had not happened yet because it was such a recent development for the school. The plan would be to invite parents in to school in the autumn.	
7.2	<u>School Development Plan 2024/2025</u> Governors agreed to review progress against the development plan objectives for 2024/25 as part of the review of the new development plan in the autumn. The Head advised that the work on Maths that had started in 2024/25 would continue as a priority in 2025/26. The effective deployment of TAs would also feature. Governors asked if the progress on writing had been maintained LG confirmed that the progress seen in the Spring term had been maintained in the Summer term. Staff were also able to evaluate work effectively. This had been confirmed during the moderation of Y6 writing undertaken with an external moderator. LG explained that she was looking at a different type of provision for the EYFS class. Years 1-6 were still making good progress and were writing higher quality pieces. Spelling remained a weaker area that required ongoing attention. Handwriting was also an issue for some children.	
7.3	<u>Attendance</u> Governors agreed to review the 2024/25 data at the next meeting. Governors noted that there were some children who found it difficult to attend school which negatively impacted the school's data. If the difficulty was child led there were a lot of things that the school could put in place to encourage better attendance. If poor attendance reflected other factors the situation was more difficult. Governors noted that there were a lot of holidays being taken in term time. While Fixed Penalty Notices were issued where appropriate a lot of parents did not see term time holidays as an issue	
7.4	<u>Primary PE and Sports Premium</u> The Head confirmed that a draft of the digital expenditure reporting return for the PE and sport premium for 2024/25 had been prepared. This was being reviewed before being submitted and published on the school website.	

8	<u>Financial Performance</u>	
8.1	<u>Budget Plan 2024/2025</u> SB advised that the last available accounts were from May. An in-year deficit was still forecast. After some difficult years the growth in housing in Woolpit should put the school in a stronger position by 2027/28. Rising pupil numbers would be the key. Governors noted that in year applications, whilst desirable, could be challenging to manage where combined classes were already close to maximum. It was positive that the EYFS cohort in September would be the largest for some years. Governors noted that the responsibility for the budget sat at trust level. BI had sent a report confirming that at the last Finance, Audit and Risk (FAR) committee meeting, the committee had not felt able to recommend approval of the budget to the Trust Board as a revised set of figures had been produced close to the meeting. An additional FAR meeting would therefore be taking place before the Standards meeting on Thursday 10 July. Governors noted that there was concern around the financial viability of the Trust.	
8.2	<u>Budget Plan 2025/2026</u> Covered under 8.1.	
9	<u>RISK MANAGEMENT</u>	
9.1	It was agreed that there no changes needed to be made to the Risk Register.	
10	<u>SAFEGUARDING, WELLBEING AND HEALTH & SAFETY</u>	
10.1	Governors noted that the s.157/175 safeguarding review had been completed. The school was in a strong position but there were a few areas where action needed to be taken e.g. Prevent, invacuation and paediatric first aid. SB confirmed that she would produce an action plan.	
10.2	DP advised that he had completed an H&S monitoring visit on 18 th June 2025. There was nothing new to report.	
11	<u>COMPLIANCE</u>	
11.1	Governors reviewed and approved the following policy, subject to some minor drafting points: Equality Policy & Objectives.	
11.2	The Headteacher confirmed that the attainment information had been/would be submitted to the Local Authority by the agreed deadline and that arrangements were in place for providing information to the receiving schools.	
11.3	There were no educational visits requiring approval.	
12	<u>REPORTS FROM THE TRUST BOARD</u>	
	The Chair noted that the key development was the recent letter from the Board of Trustees that she had circulated to all governors. This explained that the Trust had asked the CEO to begin work on options for Thedwastre to merge with another (larger) MAT in the light of the	

	financial challenges it faced as a small, rural primary academy trust. The Chair explained that she had contacted the Chair of the Trust to ensure that Woolpit's status as the only community school in the Trust, was taken into account. Although the Trust was currently working on the basis that all four schools would stay together the possibility that Woolpit could join a different Trust would be considered as appropriate. Governors noted that they were aware of a number of Trusts not able to take church schools that would be a good fit for Woolpit. Governors asked whether the potential merger affected the strategic plan/vision for the school The Head advised that the CEO had spoken to the Headteachers about their priorities in any merger. She would like to protect the school's identity but within a supportive community of schools. She also wanted to have ownership of the curriculum.	
13	<u>REPORTS FROM GOVERNOR MONITORING</u>	
13.1	The Chair reported on her recent visit (arrival at the gates, Red Panda's celebration assembly and tea and biscuits with four parents).	
14	<u>GOVERNOR TRAINING AND DEVELOPMENT</u> <u>To review LGB performance in 2024/5</u> Governors agreed that, given the change of chair, the recruitment of a number of new governors, and the new leadership team, the current LGB had made a good start. The expectation was that the performance would be even stronger in 2025/26. Governors agreed that the new SLT had done an amazing job.	
15	<u>REFLECTION ON THE MEETING</u>	
	Governors noted that seeing the collective vision and how it had been shared with staff had been interesting and inspiring.	
19	<u>DATES OF FUTURE MEETINGS</u>	
	Governors confirmed that the next meeting would be held on Monday 22nd September 2025 at 4pm. The dates of future meetings were set as follows: - Monday 17th November 2025 @ 4pm - Monday 26th January 2026 @ 4pm - Monday 9th March 2026 @ 4pm - Monday 27th April 2026 @ 4pm - Monday 22nd June 2026 @ 4pm.	

The meeting closed at 5.55pm.

Signed

Dated

Action Log

AP	Agenda Item	Action	By Whom	By When
1	5.2 (c/f)	One outstanding photo to be sent to SB for website	VS	Ongoing
2	5.2 (c/f)	Update SEND information on school website Arrange monitoring visit with SENCo in Autumn term	Head SP	Ongoing
3	5.2 (c/f)	To write up safeguarding monitoring report	VS	Ongoing
4	5.2 (c/f)	Update GIAS with EJ's details	SB	End of term
5	5.2 (c/f)	To check when they next needed to consult regarding admissions.	EJ	Ongoing