

SHELDWICH PRIMARY SCHOOL

Board of Trustees' Meeting

Term 3 – Wednesday 4th February 2026 at 4.20pm

Present: Mr D Milham (Chair), Mrs S Garrett, Mrs C Lay, Mrs R Fairs, Mr M Lee, Mr A Brookes, Mr S Greathead, Mr M Lee, Mrs A du Plessis, Mr A Woods and Mrs E Griffiths

Clerk: Mrs J Linter

1. Apologies

Apologies received from SP.

2. Declaration of Business Interests

No changes were required to the declarations of business interests.

3. Membership

DM said that there are two vacancies on the Board of Trustees. An advert has been placed on the Governors for Schools website and also in the Parish but with no success. It was agreed to send information about the vacancies to parents.

4. Minutes of Previous Board of Trustees' Meeting

The minutes from the Board of Trustees meeting held on 10th December 2025 were accepted as a true record and signed by the Chair of Trustees.

5. Matters Arising

There were no matters arising.

6. Headteacher's Report

SG presented her HT report to trustees.

The school roll (Years R-6) is currently 220. The attendance data states that it is based on 222 pupils – this includes a summer born child attending Little Hedgehogs and a child that has moved away and started another school.

Lizzie Cooper has been appointed as the new Little Hedgehogs teacher; she will start sometime next term (date tbc) and be working 3 days a week.

The School Plan has been updated by SG. Changes from last term are printed in blue.

SG said that a new spelling scheme had been purchased this term that will be used from Years 2-6. It is part of the ELS phonics scheme that is already used in school.

The PTFA are funding most of the IT upgrade that is happening this year. It is expected that the project will be completed by the end of the academic year.

CL continues to attend Community in Schools meetings. Recently schools have joined together for online training on Autism for Teachers delivered by The Abbey School.

Staff have completed a lot of online training this year. All staff have recently done one or more training sessions on epilepsy in schools due to a child recently being diagnosed.

AB asked if it is the school plan to continue with high pupil numbers in junior classes. RF said it can be difficult teaching large classes. SG and JL said that to help with the cost of support staff, classes will need over 30 pupils in them.

SG said that a number of local schools have recently had Ofsted inspections but outcomes are not known at this time.

7. Finance and Resources Committee

Clean audit from Burgess Hodgson for the year to August 2025. Audit took place over the course of a week in September. No issues found during the preparation of the accounts.

Excess of Expenditure over Income for the year was £124k (August '24 (£72k), of which depreciation, a non-cash charge, was £87k.

Balance Sheet shows funds of just over £2m, represented primarily by the school's estate. Unrestricted reserves totalled £75k, while cash held at the end of the year was £107k.

Once again, the contribution from Little Hedgehogs and our Extended Schools offer proved to be vital, both financially and academically. Funds generated here enable the school to have a LSA in each class all day while the children who transfer from Hedgehogs to Reception will have a solid learning foundation when they arrive in Reception. During the last five years there has been a cumulative contribution of £230k to the school from here, although for the period to August 2025 there was an excess of expenditure over of income of £14k.

The forecast for the school for the year to August 2026 as we approach the halfway stage is a deficit of £30k against a budget set of a surplus of £25k, an adverse variance of £55k.

Work on the budget for the next financial year will begin in the new few months. Key factors as ever will be the GAG (announced in March) and staff costs, in particular pay rises.

There were no major capital investments undertaken in the previous financial year, the first time for some years.

The next major project remains the new Little Hedgehogs building. Although Heads of Terms have been agreed with KCC, no significant progress has been made. The main stumbling block remains the funds to be raised, which are in the region of £400-500k. There has been some central Government funding available, but our project has not met the criteria outlined. We have a reasonable idea of the type of building we want and have the professional expertise in Carre Consultants to help us. Currently we are hoping to speak to a local school who recently completed a similar project.

Finally, many thanks to Jackie Linter for her work around the financial management on the school and her help to Trustees in this regard.

8. Education

SG, DM and SGR will be meeting soon.

The trustees discussed formal visits at the previous meeting. Some dates have been booked.

Term 3	Safeguarding	AW and AdP	Wednesday 4 th February 2026 - AM
Term 4	English	AB and EG	Date TBC
Term 5	IT	DM and SP	Date TBC
Term 6	PE	ML and SP	Friday 19 th June - PM
Term 6	SEN	ML	Wednesday 17 th June – AM

The formal visit to look at safeguarding at taken place today. AW and SP visited and said that they were reassured that everything is in place as required. The Single Central Record is complete and thorough and entries recorded in CPOMS had increased during the last year. They also met with Caterlink's cook in school, Rachel Watkins and said that she obviously knew the children very well and was aware of all of the allergies and dietary requirements.

9. Polices

SG is currently writing a Sustainability Policy. JL said that more information about policy review dates will be included in the new website which is due for release later this year.

10. Dates of Meetings and School Events

Forthcoming meeting dates are shown below. .

Term 4	Wednesday 25 th March 2026	Board of Trustees' Meeting	4.00pm
Term 5	Wednesday 20 th May 2026	Board of Trustees' Meeting	4.00pm
Term 6	Wednesday 3 rd June 2026	Trustee Development Day	2.00pm
Term 6	Wednesday 15 th July 2026	Board of Trustees' Meeting	4.00pm

11. Any Other Business

JL said that there will be a separate area on the new website that will be accessible to trustees only and password protected. This will be where documents, agendas, minutes etc. will be found. Training will be given to trustees when website goes live.

12. Confidentiality and Publication of Minutes

12.1 Confidentiality

No items were considered confidential.

12.2 Publication of Minutes

The minutes are to be made available for inspection under Regulation 13 of the School Governance (Procedures) (England) Regulations 2003, except for those items considered confidential.

Meeting closed at 5.15pm