

SHELDWICH PRIMARY SCHOOL

Board of Trustees' Meeting

Term 1 - Wednesday 8th October 2025 at 4.00pm

Present: Mr D Milham (Chair), Mrs S Garrett, Mr M Lee, Mrs A Du Plessis, Mrs S Paice,
Mr S Greathead, Mr A Brookes and Mrs R Fairs

Clerk: Mrs J Linter

1. Apologies

Apologies were received from CL and AW.

2. Declaration of Business Interests

No changes required.

3. Membership

RF's term of office had ended at the start of Term 1 and a Staff Trustee election had taken place. There had been one nomination for RF. RF will start a new term of office for four years.

Two trustees resigned last year and have not been replaced. DM asked trustees to consider if they knew anyone who may wish to join the Board of Trustees. JL will put an advert in the Parish News and send out a request to parents. It was agreed that any advert should ask for people with legal experience, an HR background or Project Management experience.

4. Minutes of Previous Board of Trustees' Meeting

The minutes from the Board of Trustees meeting held on 16th July 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

The Headteacher's Report had been made available to trustees prior to the meeting.

SG has shown a lot of perspective parents around the school for places in September 2026. So far 40 have booked.

The School Plan update follows the headings from the new Ofsted framework.

SG reported that the staffing structure has changed a few times since the beginning of term due to illness. PB is currently unwell and a Class 6 supply teacher is being sought to teach until his return.

SG said that Ella Tyler had settled into teaching in Class 4.

SG discussed staff training and the INSET day at the start of next term. All staff will be undertaking online training; everyone will complete Cyber Security training and Allergy & Anaphylaxis training, staff who handle food will be completing a Level 2 Food Safety course and all other staff can choose a third course.

JL said that in order for the school to have Cyber cover, all staff and trustees had been sent the link to complete the online National Cyber Security Centre training. Trustees to inform JL when completed. Training can be found at <https://www.ncsc.gov.uk/information/cyber-security-training-schools>.

Part of this item was considered confidential.

7. Education Committee

SGr was nominated to be chair of education committee.

Monitoring visit report for History and Geography had been uploaded to Sharepoint. AdP had visited and discussed with the pupils what they had been learning during lessons.

SGr, SG and DM will meet to discuss a schedule for formal visits in 2025/26.

8. Finance and Resources Committee

The audit had taken place during week commencing 22nd September.

ML reported that there are no Capital projects planned this year. ML also reported that the long term plan for a new pre-school building had stalled due to funds not being available. Although the DfE have grants available to schools who have a nursery on site, the money was to extend the provision rather than provide new premises. ML will arrange a meeting with DM, JL and SG to follow up on the project.

9. MAT Update

AB summarised the meetings that had taken place during the last academic year. AB said that DfE currently are not interested in MATs currently.

Trustees said that it had been a useful and good learning experience. It was agreed that at this time not to pursue joining a MAT.

10. Policies and Documents

Trustees were reminded to read Keeping Children Safe in Education part two and email CL when completed.

Policies had been updated and uploaded to Sharepoint. There had been no major changes made.

The Risk Assessment, School Emergency Management and Business Continuity Plan and Terms of Reference had been updated for 2025/26.

SG said there are currently two DSLs; herself and CL. A third will be considered when a Little Hedgehogs manager is appointed.

11. Dates of Meetings

All of the meetings are for the full Board of Trustees.

Term 2	Wednesday 10 th December 2025	4.00pm
Term 3	Wednesday 4 th February 2026	4.00pm
Term 4	Wednesday 25 th March 2026	4.00pm
Term 5	Wednesday 20 th May 2026	4.00pm
Term 6	Wednesday 15 th July 2026	4.00pm

12. Any Other Business

DM and ML had met today to complete the Performance Management for SG. An external appraiser visited to assist.

13. Confidentiality

Part of item 6 Headteacher's Report was considered confidential.

Meeting closed at 5.00pm