

SHELDWICH PRIMARY SCHOOL

Board of Trustees' Meeting

Term 6 – Wednesday 15th July 2026 at 4.06pm

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

Clerk: Mrs J Diddams

1. Apologies for Absence

No apologies were received.

2. Declaration of Business Interests

No changes were required to the declaration of business interests.

3. Minutes of Previous Board of Trustees Meeting (20th May 2026)

The minutes for the Board of Trustees meeting held on 20th May 2026 were accepted as a true record and signed by the Chair of Trustees.

4. Matters Arising

There were no matters arising.

5. Headteacher's Report

SG presented her report to the Trustees. The school roll (Years R-6) is currently 221. Little Hedgehogs is doing well with 34 children attending. There will be 29 on roll in September and numbers are going to start increasing in January 2027. We have Amy Molloy for a couple of weeks into the new year before she leaves to start teacher training.

School attendance is good although we are keeping a close eye on the last week as some attendance has dropped the last few weeks, however, attendance is up from this time last term. There have been no exclusions or racial incidents.

Results of the Year 1 Phonics Screening Check were that 100% of Butterflies Class met the standard. Pass mark has been 32 for the last 7 years or so, but did go down to 31 although lots of children got from 35-40 anyway and did really well. There were 2 pupils in Year 2 that retook the test, one met the standard and one did not.

Year 4 did their Multiplication Timetable check which was 25 questions up to the 12 times table completed on an iPad. The average score was 20.6 which is broadly in line with historical standards although slightly under national average. There appears to be a link between children who don't do their times table homework and those not scoring as high in the test. It was suggested to communicate that to parents.

Year 6 SATS results have been delayed due to a glitch with Pearson's new online marking platform so results are not out until tomorrow morning. SG reminded everyone that we have a class of 32 children with a large amount of need in the class. We will discuss at our first Board of Trustee meeting in September.

Regarding staffing SG thanked Jackie Linter for her years of dedicated service to Sheldwich Primary School. She confirmed that Jackie would be back in September to help handover her role and with the Audit which was booked for 21st September. Ellen Hope is retiring at the end of Term 1 from her MDS role after 19 years.

SG confirmed she had spoken to all staff to confirm where they are going to be next year. She had looked closely at the budget and needed to make some budgetary savings where possible but at the same time make sure that if we can have support we do. She confirmed that every teacher has one afternoon when they don't have an LSA but we will adjust our timetable of subjects accordingly. Every morning is still covered and 4 of the 5 afternoons. She said she feels in this current climate it is still a very strong position for us to be in. We are lucky that we have great support from our Parent Helpers. On Monday RF and SG had Sports Awards evening and made it clear to parents about the Sports Premium Funding being cut and to stress how important their support and doing after school clubs and helping with transportation is.

The School Based Nursery Grant has been submitted to the local authority. It is our one shot to try to get a new modular building over at Little Hedgehogs. We were shortlisted and now trying to jump over the second hurdle. SG, ML and JL had a meeting with Danielle Huxter (Quantity Surveyor of KCC), Robert Veale (Area Education Officer), Kim Harris (EYFS), Paul Dilnott (Carre Consultancy Ltd) and 2 representatives of Fusion Consultancy and successfully prepared and submitted our grant application. The plan is to retain our original building for 2 year olds and obtain a new building to increase the plan for 3-4 years old from 24 to 64 children. Lizzie is very much onboard. The deadline was Friday at noon and was submitted on time. The bid is for c. £600,000. We will find out in September if we have been successful and if so it will be put to the DfE who will be making a decision in March ready for April. It will be a 3 year funding programme. We haven't committed to anything yet and we can pull out at any time before we spend any money. In the long term it will be a real financial advantage.

Regarding premises, the gate has been replaced and paid for by the insurance of the delivery driver and the fallen tree in Forest School has been removed and the other trees checked.

6. Finance and Resources Committee

The revenue monitoring report dated 15/07/2026 was circulated. There is a £23K in-year deficit. ML stated that staffing costs were higher than expected due to unexpected staff absence and the costs of a pre-school teacher. Part of these costs were covered by a staff absence claim. It was also noted that income from pre-school was much lower than forecast as was income from Extended School services.

ML said that there was £130,000 of cash in the bank in the June accounts and today there is £212,000 partly due to some pre-payments. ML stated that the reserves at the end of the year are forecast to be above the minimum allowed.

The three year budget was circulated to trustees. Year 1 shows a surplus of c. £10,000 with small surpluses in Years 2 and 3. ML said that although the GAG had increased, it now included

several items previously funded separately. Overall income from government slightly lower this year than last year.

The budget included the 3.5% teachers' pay increase this September and Year 2 included another 3% increased as agreed. Part of next year's increase will be funded by the DfE. Some savings had been made from reducing support staff hours. Classes 2-6 have an LSA for each session except for one afternoon each week. Teachers will be adjusting their timetables around this. Pre-school income is conservative; it is believed that as children increase their hours and more families join, the forecast income will increase.

JL highlighted that Universal free infant meals are not fully funded. This year the shortfall in funding against the cost of a meal has cost the school c. £5,000.

JL mentioned that Extended Schools income has gone down. She has looked into costs and they are comparable to other schools so it is believed that many parents are now working from home and do not need the Extended School services as much.

ML proposed that the budget is submitted to the DfE and it was unanimously agreed.

ML had conducted a Visual Inspection of the building and grounds this term. His report had been circulated. The security gate mentioned in the report had now been replaced. Other repairs and maintenance required will be carried out by the Site Manager in the summer holidays.

7. Education Committee

SGR reported that himself and ML completed a SEN visit and the report is available on Sharepoint. CL advised that the community of school is working well and has been, overall, positive for the school.

SP reported that her PE report was available on Sharepoint and that she had completed 3 visits to the school. The changing of Sports Premium funding was discussed and is moving to a more centralised system. Not a lot is known yet but the school will receive a small amount of funding initially. The funding is a third of what it used to be. Transport of pupils getting to and from competitions is a big issue. Sports week went ahead as planned even though it was very warm. There was clear safeguarding in place with hats being worn, rest and water breaks. The children were really engaged and excited about new sports and learning new skills. The Thai Boxing was popular and Mr and Mrs Nampakdee have offered to do an after school club and attending PE lessons. Jagtag talked about an event each year to get 10 children together and take them to see them at Wembley. Pupil voice was wonderful and a thorough breakdown will be circulated by SP. SP said that it was clear that support from Senior Leadership Team and a dedicated PE lead filters down to staff and staff are positive about the support they get. This also filters down to the children who are positive about PE lessons and Sports Leaders were passionate about their jobs. Some feedback from the children was about more tennis balls and that the hurdles are too low for older children. It was also clear that children are proud to represent the school. Children seemed happy, engaged and active. They talked about teamwork, inclusivity and respect.

8. Review on Progress of Strategic Plan Priorities

DM reported that interesting discussion were had at the development afternoon and that it was decided that the Strategic Plan didn't need to be changed. In 2 years' time we will need to look at the next 5 years but by then we will know if we are going to be able to expand the preschool or not. SG to update the School Improvement Plan to reflect the new OFSTED framework and reference the appropriate sections of the Strategic Plan. AB asked if the development afternoon was minuted. He suggested to minute these sessions for help in the future to demonstrate we do challenge things. It was agreed to hold a development afternoon again next year. DM to contact Juliet Flynn to set a date. It was likely to be May/June time.

9. Terms of Reference

JL circulated our Terms of Reference for everyone to see what our role of trustee/governor really means. It was suggested to ask every year if we have read and understood the Terms of Reference.

10. Ofsted Framework – Governance

Juliet Flynn has sent the two documents. DM to circulate and discuss in September.

11. Governor Training and Development

JL confirmed that we are organising JD's clerk training. It was reminded that we need to confirm we have read and understood the "Keeping Children Safe in Education - September 2026" when published. There have been some changes this year relating to websites and children's images and how we safeguard the use of those images. DM will look at what NGA put out and in September we can do the NGA course on Keeping Children Safe in Education as well as confirming we have read it. AW advised that guidelines have come out but waiting for document to be published. DM mentioned Prevent being revised and to make sure we are up to date when, and if, that guidance comes out.

12. Policies and Documents

SG mentioned the website update and that SLT haven't had time to properly check. It has been delayed as some things weren't looking right. At a recent staff meeting class teachers have asked for more training which we are trying to arrange for an INSET day. The plan is for it to go live ready for the start of the new school year. It is looking good but it is different. It is a lot more modernised and look better on iPads and phones etc. Zoe Roberts-Lee is leading but every teacher has to get their head around it too. It is also a good link to the social media particularly for LH so we are known but at the same time to be mindful of safeguarding. The Trustees part is great and we will be the only people able to access that area.

13. Dates of Meetings and School Events

Forthcoming meeting dates are shown below:-

Term 1	Wednesday 7 th October 2026	Board of Trustees' Meeting	4.00pm
Term 2	Thursday 10 th December 2026	Board of Trustees' Meeting	4.00pm
Term 3	Wednesday 3 rd February 2027	Board of Trustees' Meeting	4.00pm
Term 4	Wednesday 17 th March 2027	Board of Trustees' Meeting	4.00pm
Term 5	Wednesday 19 th May 2027	Board of Trustees' Meeting	4.00pm
Term 6	Wednesday 14 th July 2027	Board of Trustees' Meeting	4.00pm

14. Any Other Business

JL advised that CL's terms of office had ended earlier this month and she has been re-elected as Staff Governor for another 4 years. DM gave thanks to CL for putting her name forward and agreeing to stay as Trustee.

DM formally thanked JL for being an excellent Clerk and more recently, Governance Professional for the Trustees. DM confirmed that he had asked JL to stand as Trustee when she retires as the School Business Manager and is delighted that she is willing to stand. All were in agreement for JL to start her Trustee's role from 1st September.

SGR mentioned that PTFA had raised £15,033.34 and to give thanks to the PTFA for all their hard work. He would circulate the break down of funds raised which has been produced by the PTFA.

15. Confidentiality and Publication of Minutes

15.1 Confidentiality

No items were considered confidential.

15.2 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.

The meeting was closed at 5.30pm.

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Signed by Chair of Trustees

Date: