

SHELDWICH PRIMARY SCHOOL

Board of Trustees' Meeting

Term 5 – Wednesday 20th May 2026 at 4.00pm

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

Clerk: Mrs J Linter

David Milham said that Mike Johnson had died recently. Mike was a governor of the school for a long time and had dedicated much of his spare time working with the staff and children. He was also the priest of St James' Church, Sheldwich and was respected throughout the local community.

1. Apologies

Apologies received from AB, AdP and SP.

2. Declaration of Business Interests

No changes were required to the declarations of business interests.

3. Minutes of Previous Board of Trustees' Meeting

The minutes from the Board of Trustees meeting held on 25th March 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 HT report to trustees.

SG reported that the children on roll at Little Hedgehogs had increased recently and the numbers for September 2026 look good.

There are three Year 6 secondary school appeals that SG is helping parents with.

Attendance looks satisfactory although it is slightly down from this time last year. SG said there had a few children who had significant absence due to hospital stays.

DM and SGr will be visiting on Friday to formally look at Art and to see what the children have been doing during Arts Week.

The school is expected to be completely cloud-based soon. New computers were purchased at the start of the year and are currently running with Windows 10. The school will soon be purchasing a further 20 I-pads.

6. Finance and Resources Committee

The committee had met on 11th May 2026.

Revenue Monitoring Update and Forecast Update

The revenue budget monitoring report was circulated to trustees. The increase in the forecast rollover is due to an increase in Little Hedgehogs income and to additional funding due to be received in July for Mainstream Inclusion - £9,800. Although this will be spent during the next academic year, it will be accounted for in 2025/26. ML said that the year-end cash position look positive.

Budget 2026/27 Draft

The draft budget had been circulated to trustees.

Little Hedgehogs numbers in September look very healthy with a possible 28 children being on roll; this number was just 17 in September 2025. The trustees discussed marketing of the pre-school to ensure the roll is maintained.

ML said that there is a small in-year surplus forecast in the budget. The draft budget will continue to be tweaked with the final version being presented to the trustees for approval in the meeting on 15th July 2026.

Internal Scrutiny

The SBM at Hampton School visited for Internal Scrutiny this week and her reported had been circulated to trustees. The areas reported on are Recommendations from Previous Visit, Risk Register, Website Review, Extended School and Pre-School Income, Monthly Monitoring Reporting and KPIs, Estate Management and Succession Planning. A review of the website had also been completed although this will need further scrutiny once the new website has gone live (in June).

7. Education

CL reported that the Community Schools group is working very well. Expenditure of the budget had been agreed on amicably with all schools benefitting from joint resources such as Clicker 8 and Widget.

DM and EG had visited on 25th March 2026 to look at Spelling and Handwriting in school. Their report had been uploaded to Sharepoint.

DM and AB will be visiting on Friday 22nd May 2026 to look at Art and ML will be visiting in Term 6 to look at PE and SEN.

Formal visits for 2026/27 will be finalised when the School Improvement Plan has been written.

8. Polices

None to report on.

9. Dates of Meetings and School Events

Forthcoming meeting dates are shown below. .

Term 6	Wednesday 3 rd June 2026	Trustees' Development Day	2.00pm
	Wednesday 15 th July 2026	Board of Trustees' Meeting	4.00pm
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

10. Any Other Business

DM said that the Strategic Plan will be discussed during the development day to make adjustments so that it is in line with the new Ofsted Framework.

11. Confidentiality and Publication of Minutes

11.1 Confidentiality

Part of item 6 was considered confidential – Finance and Resources Committee

11.2 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