THE NON-CONFIDENTIAL MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF KINGSMEAD PRIMARY SCHOOL HELD AT THE SCHOOL ON MONDAY 11TH MAY 2026 AT 5.15PM

Members of the Governing Board

Name	Present	Governor type	End of tenure	Role
James Bugden	✓	Parent	12th December 2028	
Louisa Jones	Apologies	Co-opted	31 August 2027	Vice Chair of Governors
Chris Lavallee	Apologies	Parent	6th March 2029	
Neil Martin	✓	Co-opted	22nd November 2027	
Kate Milnes	✓	Co-opted	12th February 2029	
Louise Pheasey	✓	Co-opted	12th February 2029	
Chris Reed	✓	Local Authority	10th May 2029	
Lisa Rutter Brown	✓	Headteacher		Headteacher
Sarah Thornton	✓	Co-opted	27th November 2028	
Jess Tweedie	✓	Staff	27th April 2027	
Joanne Watkins	✓	Co-opted	12th January 2027	Chair of Governors
Vacancy		Co-opted		
Other Invitees				
Sam Taylor	✓			School Business Manager
Julie O'Shea	✓			Governance Professional

The meeting began at 5.18pm and was quorate.

GUEST SPEAKER

Sian Woods (Curriculum Lead PHSE & RSE) - updates and changes to the PSHE/RSE curriculum.

The Lead had reviewed and audited the curriculum in line with the changes for September 2026.
The documents the RSE (RHSE) Comparison Grid 2019vs 2025 (Primary) and the Updated Scheme of Work for Sex and Relationship Education were tabled at the meeting outlining of the changes to the curriculum.
As a school we do go above and beyond.

- There are elements where we will look at digital education and wellbeing, looking at emotional literacy and the use of AI and what is real and not real.
- Seeking help - Zones of Regulation support this.
- Inclusiveness, equality and protected characteristics.

- Continued use of No Outsiders
- Learning about neurodiversity (LEANs)
- Parental engagement and annual consultation.
- Physical health and puberty form Year 4 with body confidence and healthy choices.
- Looking at media bias.
- Personal boundaries and safety.

PHSE Curriculum we are using the previous curriculum and following this model, we are reviewing the resources we use and making sure that they are all aligned.

- We are using the Oak Academy lessons and then pull form our resources.
- The world of work, money and careers.
- The schemes do not cover the reception class, however PSED is so well taught in there.
- SEND – the adaption of the lessons is the next area of focus.
- We do cover at the Year 6 parents meeting that the children do not have to stay as it is not part of the science curriculum.

Sian Wood withdrew from the meeting at 5.31pm.

Time	Item
5.15	**1. APOLOGIES FOR ABSENCE** Apologies for absence had been received from Louisa Jones and Chris Lavalee in advance of the meeting. **RESOLVED:** That the apologies of Louisa Jones and Chris Lavalee were accepted by the Board.
5.15	**2. DECLARATION OF PECUNIARY INTERESTS** There were no additional verbal declarations of any pecuniary interest or conflict of interest made at the meeting.
5.20	**3. FINANCE ITEMS** 3.0 Governors received the SBM's Update Report. Report to FGB May 2026.docx - GovernorHub ● Budget 2025/26 – Governors received an update on the current budget position however the final outturn figure was not available for this meeting and any variances on the budget set. The March figures had estimated that there would be a carry forward of £302, however the Finance Officer has confirmed that there will be a carry forward of £80,424. This is due to invoices that were scheduled and outstanding income that has been received prior to the close of the 2025-26 budget. ● Governors received an update on the 2026-27 budget for review highlighting any major changes. There had been income of £76k since the last meeting. - The majority of outstanding invoices have been allocated to 2026-27 budget. - Scheduled building work was delayed and is now in the 2026-27 budget. - Orders paused until an accurate carry forward figure was established. - Building work had been re coded to DFC (Devolved Formula Capital) - Additional funding for a child was received prior to year end.

- £3k refund of gas and electricity overpayment.
- Staff insurance is still pending so reimbursements were calculated and transferred from the school fund in advance.
- The KFA £10k donation was received before the year end.
- St Wilfred's Parish Church, Davenham have donated £11,036.91 for children experiencing hardship, a portion of this was transferred to the budget to support the children helped with cost of school trips and clubs.
- The school made a significant effort in collecting any debts before year end.

It was proposed that the school would continue to pay the LLW (Local Living Wage) to the catering, cleaning and own staff at £13.45 per hour.

RESOLVED: That the Board agreed to pay the LLW to the catering, cleaning and school staff.

There is an application for the funding a security gate and fencing which is pending.
We may need to block off the second gate.

Q. Is it used?
A. Some do use it, but it adds risk by leaving it.

The funding of a new boiler from CWAC has been approved however this has been paused due to other local schools with more urgent needs. A new gas boiler will ensure long term savings

- Pupil numbers
  We have a new pupil in the reception class taking numbers up to 40/45 however one child is due to relocation and a second potentially relocating in the next few weeks taking numbers to 38/45. There had been one look around last week.
  We are currently progressing a banner and other options of place availability in school.
- Staffing matters had been discussed and planned for however without the final budget position this had been pending. We have to class cover TA (teaching assistants) and a HLTA leaving the school at the end of August and a teacher beginning maternity leave.
  Since confirmation an internal advert has been shared with all staff inviting the qualified teachers to apply for the maternity cover post and an additional day of PPA cover.

- Due to the full budget documents being unavailable the signing off the final budget for 2026-27 for submission to the LA (Local Authority) before 1st June 2026 will not be possible and it was agreed that this will be completed at the next FGB meeting.

ACTION: The Clerk to add the sign off to the next FGB agenda as the full budget documents were not available from the LA at the time of the meeting.

- The updated 3 year plan was unavailable at this meeting.
- It was confirmed that the SFVS assessment for 2025/26 had been submitted LA.
- Complete the Consistent Financial Reporting Return (CFR)

The CFR is pending and will be submitted by the deadline set by the LA.

5.40

4. MEMBERSHIP/CONSTITUTION OF THE GOVERNING BOARD

- There have been no changes to the Governing Board since the last meeting.
- Membership, there remains 1 x Co-opted vacancy which will be reviewed upon the Skills Audits completion.
  The Clerk informed the board that the final skills audit had been received the evening before the meeting, this had been added and the audit uploaded onto Governor Hub.

NGA Skills Audit 2026 V2 Anonymous.xlsx - GovernorHub

- Appointment of a SIP(School Improvement Partner) for 2026-27.

ACTION: The Headteacher to propose a SIP to the Governing Board at the next FGB meeting. The Clerk to add the appointment of a SIP to the next FGB agenda.

5.45

5. MINUTES OF THE PREVIOUS MEETING

The non confidential minutes of the meeting held on the 24th March 2026 were uploaded in advance of the meeting.

Kingsmead FGB 4 Non Confidential Minutes - Spring 2026.docx - GovernorHub

It was noted that there was one amendment to the minutes with the addition of Jess Tweedie to be added to the attendance list.

RESOLVED: That the non-confidential minutes of the meeting held on the 24th March 2026 with the above amendment were agreed as a true and accurate record.

5.50

6. MATTERS ARISING FROM THE MINUTES

To discuss matters arising which will not be covered elsewhere during the meeting and review the actions from the previous meeting.

Item	Who	Action	When	Outcome
3.	Headteacher	to share exemplar project-based learning outcomes with governors.	Later in the year.	Carry forward
9.	Headteacher	to update the Invacuation & Lockdown Policy and circulate to parents.	ASAP	Completed
10.	Clerk	to add the appointment of a SIP to the summer term FGB agendas.	Prior to the next meeting	Completed – Item covered in Item 4 - Carry forward action.

5.50

7. CHAIRS ACTION/CORRESPONDENCE TO THE CHAIR

The Chair reported that there had been no action taken on behalf of the Governing Board since the last full governing board meeting.
The Chair took the opportunity to inform the board that the previous complaint had been closed.

Q. Was this verbal or by email?
A. It was confirmed by email.

There is also the potential for a further formal complaint the Headteacher explained, this will

	continue through the usual process if a formal complaint is received.
5.55	**8. REPORTS FROM GOVERNORS WITH SPECIFIC ROLES AND ANY GOVERNOR MONITORING VISITS** ● To receive any reports from Governors with specific responsibilities. ● To receive any reports from any monitoring visits since the last meeting.
6.10	**9. HEADTEACHER'S REPORT - Non Confidential** HT Report Summer 1_2026.docx.pdf - GovernorHub SATs Administration Guidance 2026.docx.pdf - GovernorHub Governors received the Headteacher's Report including: ● SDIP update – the SEF and SDIP had been shared with Governors through a link to the Google drive. - OPAL the phase 2 meeting and lunchtime assessments had now taken place. Training for the MDA (Mid-Day Assistants)has taken place and the OPAL Parent Champion has now been identified. - PHSE/RSE updated and had been detailed in the presentation at the beginning of the meeting. - Learning Without Limits, the Headteacher and the Deputy had attended further training and an update provided, all phases have begun their summer term projects. This had included a visit from the previous Headteacher Ms Stewart who had talked to the KS1 children about the history of the building as the start off their project for the summer term. - Quality of Education, details of the educational visits, trips, performances and visitors to school were shared including parent evening. - Behaviour and Safety – the Useful and Kind Awards continue across the school reflecting on the ethos. A further lockdown practice has taken place this time with the children outside, thus had identified an issue that the alarm cannot always be heard outside and neither can the fire alarm. We are looking at the costs of a speaker system and in the interim will use a bell outdoors when an alarm is triggered inside. - Personal Development – OPAL the children took part in an extended play session which staff joined and participated in. Sporting events were detailed in the report including the sports partnership academies and the wide range of sporting activities including Smile for a Mile event at Leftwich High School, we have been asked by the sports partnership to host for the filming of a video to promote Smile for a Mile which children and staff participated in. Other events and activities included Year 6 attending the performance of Sister Act at the high school. Year 5 pupils had taken part in Northwich sings and also Bikeability. - Leadership and Management Eight students from SJD have undertaken two days of work experience. PHSE/RSE Parent Consultation Meeting, Helping Your Child with Early Writing and Maths Information evenings. Petty Pool information evenings had been held. ● SEND ● The number of pupils on the SEND register is 58, which is 18.3% of the school's population, national 18.4% and CWAC 19.4% made up of 22% girls and 78% boys. The report detailed areas of need and funding categories relating to the pupil numbers.

	Governors received a verbal summary of changes with a new pupil joining with an EHCP , and funding awarded and applications. *Q. Is the 4 year old child non-verbal ?* *A. Yes, as there is limited vocabulary.* A summary of SEND actions were detailed within the report. The school has received an additional £14,300 of Inclusion funding and the Headteacher and the SENDCO are working on the school's inclusion strategy. ***ACTION: The Headteacher and SENDCO to work on the Inclusion strategy.*** ***ACTION: The Headteacher to consider how to incorporate inclusion at policy level, whether it is a separate policy or crosses over safeguarding, behaviour, equality etc. policies.*** ● Attendance School attendance is strong with 96.7% above the national figure of 94.6%, persistent absence rate is 6.2% against the national figure of 15.7%. Holiday absence remains a concern. ● Safeguarding
6.20	**10. EXTERNAL VISITOR REPORTS** There were no reports from any external monitoring visits since the last meeting.
6.30	**11. POLICIES** ● DRAFT Assessment & Feedback, including Marking & Reporting [04 2026].docx (1).pdf - GovernorHub ● DRAFT Attendance & Punctuality [04 2026].doc.pdf - GovernorHub ● DRAFT Monitoring & Evaluating Quality of Education [05 2025].pdf - GovernorHub ● DRAFT OPAL Play Policy.docx.pdf - GovernorHub ● School Grounds Sandpit Access Policy .pdf - GovernorHub **RESOLVED:** That all of the above policies were received and approved by the Board.
6.35	**12. CLERKS UPDATE/LOCAL AUTHORITY REPORT** Governors received an update from the Clerk on any current matters: ● School Bulletin April 2026.pdf - GovernorHub
6.40	**13. GOVERNOR DEVELOPMENT AND TRAINING** ● There was no training to record that has taken place since the last meeting. ● The Skills Audit had been added to Governor Hub on the day of the meeting as the last response had been received the evening before. NGA Skills Audit 2026 V2 Anonymous.xlsx - GovernorHub
6.45	**14. DATE AND TIME OF THE NEXT MEETING** The next meeting is scheduled for **Thursday 9th July 2026 at 5.15pm.**

	• The meeting dates for 2026-27 are pending.
6.45	**15. GOVERNOR IMPACT** Consider how the Governors decisions have impacted on School improvement during the last term. • Governors challenged and supported the school's financial planning, including agreeing continued payment of the Local Living Wage, helping to support staff recruitment, retention and staff wellbeing. • Governors reviewed the budget position and financial priorities, strengthening oversight of resources and ensuring spending remains aligned to school improvement and site safety needs. • Governors received assurance on curriculum development through the PSHE/RSE update, supporting compliance with September 2026 changes and continued focus on inclusion, wellbeing and safeguarding. • Governors monitored leadership work on SEND and inclusion, helping to drive forward the school's inclusion strategy and policy development. • Governors noted strong attendance and low persistent absence, providing challenge and assurance that systems to support pupils and families are having a positive impact. • Governors maintained strategic oversight of board effectiveness through the skills audit and future SIP appointment, supporting continued improvement in governance capacity and external challenge.
	COMFORT BREAK

NON CONFIDENTIAL ACTIONS

Item	Who	Action	When	Outcome
3	Clerk	Add the final 2026-27 budget sign-off to the next	Prior to the next	

		FGB agenda, as the full budget documents were not available from the LA at the time of the meeting.	FGB meeting	
3	School Business Manager	Complete and submit the Consistent Financial Reporting Return by the deadline set by the Local Authority.	By LA deadline	
4	Headteacher	Propose a School Improvement Partner to the Governing Board.	At the next FGB meeting	
4	Clerk	Add the appointment of a School Improvement Partner to the next FGB agenda.	Prior to the next FGB meeting	
9	Headteacher and SENDCO	Work on the school's inclusion strategy following receipt of additional inclusion funding.	Before the next review/report	
9	Headteacher	Consider how inclusion will be incorporated at policy level, whether through a separate policy or across safeguarding, behaviour and equality policies.	Before the next policy review cycle	
14	Clerk	Confirm and circulate the meeting dates for 2026-27.	When available	