



FLEET PRIMARY SCHOOL

**Minutes and actions from the Full Governing Board Meeting held on
Tuesday 30th September 2025 at 6pm **HYBRID****

ATTENDANCE

Marcus Boyland (The Chair)	A
Don McGibbon (DM) (Headteacher)	✓
Annie Balme (AB)	✓
Rebecca Combes (RC)	A
Abdul Al Mamun (AAM)	✓
Ellie Melkuhn (EM)	✓
Oonagh Pierce (OP)	✓
Fabrizio Sidoli (FS)	✓
Rehana Mishel Rahman (RMR)	✓
Jason Cooke (JC)	✓
Claire Price (CP)	✓
John Showell (JS)	✓
Sinead Costelloe (SC)	✓
Lynley Benbetka (LB)	✓

Others present

Debbie Barry - (DB) (School Business Manager)	✓
Becca Wall (BW) (Deputy Headteacher)	✓
Jane Ware (JW) (Clerk)	✓



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ACTIONS LOG

Date	Item	Action	By Whom	Status
12/05/25	8.2.2	Re advertise for a parent governor following skills audit. <i>Update: This will be completed in September.</i>	DM	Completed
12/05/25	9.1.1	Clerk to circulate skills audit.	Clerk	Completed
08/07/25	8.2.1	Link governor visits to be scheduled for 25-26 academic year, in accordance with FGB meetings.	DM and the Chair	Ongoing
08/07/25	8.2.2	All governor visits to the school to be recorded.	Governors	Ongoing
30/09/25	7.1	The Chair to circulate link governor membership document to governors who can confirm they are able to keep their link roles.	The Chair	Pending
30/09/25	10.4	The site development plan to be updated and to be an ongoing agenda item for Premises Committee.	DM	Pending
30/09/25	11.10	Community to be an agenda item in the Curriculum Committee.	DM	Pending
30/09/25	13.3.2	SEND report to be reviewed as per 13.3.1 points.	DM	Pending
30/09/25	14.2	Governors to discuss as a pre-meeting item how governors can score governance at the end of the academic year. E.g. timely actions and target setting.	All governors	Pending



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PART 1

No.	ITEM
1.	Welcome and apologies for absence
1.1	The Vice Chair welcomed everyone and opened the meeting at 6pm. Apologies were received and accepted for The Chair Marcus Boyland and RC. It was noted that Sharon Adebola had stepped down as governor.
2.	Declaration of interests for the meeting or otherwise
2.1	There were no declarations of interest for the meeting.
3.	Election of Chair and Vice Chair for 2025-26
3.1	Marcus Boyland was nominated as Chair by JS and governors voted in favour of this.
3.2	JS was nominated by AB to be Vice Chair and governors voted unanimously, and JS accepted the term of one year.
4.	Notification of Any Other Business
34.1	There were no notifications of any other business.
5.	Pre-Meeting Discussion: Camden School Sufficiency Project & Partnership Updates - DM
5.1	Highlights were: - The Camden School Sufficiency Programme is in place to support schools with current challenges such as falling pupil numbers and high numbers of children with special educational needs and disabilities (SEND). - Low birth rates and high living costs are impacting pupil numbers, resulting in school closures, lowering PAN and schools merging but pupil numbers remain a concern. - SEND, admissions and finance are the main focus of the Camden School Sufficiency Programme and schools are scored in terms of need across these three areas, and interventions are then provided over a two year timeline consisting of engagement, support, review and system change. - The school's SEND score shows significant need, and other areas show some need. In terms of its total score and rank, the school has a moderate need, however the school has higher than average SEND numbers. - The Rhyl partnership is working well.
5.2	QUESTION: What would a difficult decision for SEND be? ANSWER: It is about the viability of schools, and the provision of SEND support possibly with less staff.
5.3	QUESTION: In terms of how can we get everyone back in the school, the website needs to be updated. The values and things that make the school stand out could be communicated and promoted more within the local community. The school is unique, and it's not just about SATs results. How can we tweak those bits to fill the school's vacant spaces and build on where we are? The community and school grounds could be one of the school's priorities. Perhaps alumnae could support the school in areas, such as the website. ANSWER: Yes.
5.4	QUESTION: Could we get a skills audit for the parents?



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	ANSWER: Yes we could do.
5.5	QUESTION: Is there a head of school at Rhyll? ANSWER: Yes.
6.	Minutes of previous meeting (08.07.25)
6.1	<u>Confirm accuracy</u>
6.1.1	Amendments: - On page 4 to the penultimate bullet point, RC did SALT training. - Page 4, 6.1 – good level of development, not great.
6.1.2	Subject to the above minor amendments, the minutes of 8 July 2025 were APPROVED by governors.
6.2	<u>Matters arising</u>
6.2.1	There were no matters arising.
6.3	<u>Review action log</u>
6.3.1	The actions log was updated (see page 2).
6.4	<u>Chair's actions</u>
6.4.1	There were no Chair's actions.
7.	Membership of the Governing Body and Committees <i>Review upcoming vacancies.</i> <i>Where the Governing Body has a vacancy, it should check its skills audit and equalities data and check whether it requires updating and which skills are required.</i>
7.1	Action: The Chair to circulate link governor membership document to governors who can confirm they are able to keep their link roles.
8.	Committee Reports
8.1	<u>Curriculum and Standards</u>
8.1.1	Governors noted that there had been no meeting since the last FGB.
8.2	<u>Finance and Staffing – JC</u>
8.2.1	Governors noted that there had been no meeting since the last FGB.
9.	Chair's reports and actions since last meeting
9.1	There were no reports and actions.
10.	<u>Headteacher's report</u> – DM & BW <i>Contextual Data</i> <i>End of Key Stage Assessment results for 24-25 and targets for 2025-26</i> <i>Curriculum</i> <i>Monitoring and Assessment</i> <i>Safeguarding, including Keeping Children Safe in Education 2025 / Summary of changes</i> <i>Looking Ahead</i> <i>Budget update</i>
10.1	Highlights were: - School roll is within 5-10% statutory range. - Attendance was positive for 24-25, whilst it started on amber.



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	• This year's attendance data reflects 11 children who collectively missed 70 days of school, due to not returning from summer holidays until late. If the 70 days were removed, the attendance would have been better than last year. The six families of the 11 children who were late back to school have received fine letters. • 24-25 outcomes were good, however times tables will be a focus for the year 5 cohort. KS2 SATs were really positive and better than national averages. • Assessment timetables for 25-26 are the same as last year. • Performance management is underway. • Safeguarding statistics are steady. • There are 6 EHCPs and 10 ENGs, with 28% SEND across the school. • Over 50% of children are on free school meals (FSM). • There have been minor updates to Keeping Children Safe In Education (KCSIE). • Trips and events are up and running and include forest school and swimming for years 4, 5 and 6. Cycle training is also underway for year groups 2, 3, 5 and 6. • There is a fully funded online reading programme underway which is working well. • The new family support worker is building relationships with families. • The feasibility study visit on the school house is next week. • The school fund balance is £77528.24 and the music therapy/lessons for SEND children is an excellent investment. • Credit card statements continue to be regularly reviewed by the Chair.
10.2	QUESTION: In terms of KCSIE updates, what is misinformation? ANSWER: It is about having conversations and reiterating good sources of information with misinformation which is unintentional wrong information. Disinformation is non accidental sharing of misinformation, such as conspiracy theories.
10.3	QUESTION: Is it the school's role to monitor WhatsApp groups in terms of misinformation shared there? ANSWER: Parents set up these groups so the responsibility of the groups is a grey area. We can address things that we are informed about.
10.4	Action: The site development plan to be updated and to be an ongoing agenda item for Premises Committee - DM.
11.	School Self Evaluation (SEF) summary and SDP Priorities 25-26
11.1	See 10. Highlights were: • The school's vision is published on the website.
11.2	QUESTION: The SEF self evaluates as Good. Would it be better to self evaluate as more than that?



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	ANSWER: The grading system has completely changed. It is about aspirations and capacity to be better.
11.3	QUESTION: If we wanted to get higher would we need to change the SDP? ANSWER: No, because the SDP is about our values, and the children's development and learning opportunities. I'm not sure we need to change anything we are doing to get a certain grading. The emphasis on inclusion in the new grading is really high and we can show that as a real strength. To get the highest level in the new framework, there isn't much difference in the second top and top, but it is about sharing with others which we are doing through the partnerships and Camden.
11.4	QUESTION: When does the new framework come in? ANSWER: It will be trialed from October and come out fully from December. We are going to be in the window next October (2026).
11.5	QUESTION: What is the general feeling? ANSWER: Apprehension, due to different gradings, although the deep dive element has gone now.
11.6	QUESTION: Is it OK to leave the SEF in this format? ANSWER: Yes, for now. We may rejig the headings and format to match the new Ofsted gradings.
11.7	QUESTION: Would it be good for parents to do learning walks with year 6 children, as a developmental opportunity for the children? ANSWER: There has been mixed feedback about children selling the school in this way to visitors.
11.8	QUESTION: Is the school's vision and priorities published on the website and could they be reviewed by governors as a pre-discussion? ANSWER: Yes, they are on the website and governors could do a bit of work on this, however there are some surveys underway about this currently it could be after this.
11.9	QUESTION: Could priority 4 be reviewed and a further priority could include climate action? ANSWER: We are still waiting for Camden to supply working models for this such as sustainability. The school already includes climate action in the curriculum.
11.10	Action: Community to be an agenda item in the Curriculum Committee – DM.
12.	Committee update a. Yearly planner b. Meeting Dates for the year
12.1	Governors noted the dates for the FGB meetings in 2025-26: • Tuesday 2.12.25 • Tuesday 3.2.26 • Tuesday 24.3.26 • Tuesday 19.5.26 • Tuesday 7.7.26
13.	Policies
13.1	<u>Music Development Plan</u> • The plan details the school's music plans for the year ahead, and includes the bi-yearly visit to the Royal Albert Hall. The school is not able to take more than 30 children. • The format is supplied and then the content is completed by the school.



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	QUESTION: Is there scope to mix the year groups so that children in the other year group don't miss it? ANSWER: It used to be the choir so that used to include multiple year groups.
13.2	<u>Safeguarding and Child Protection Policy</u> This is a Camden policy and the school has not made any changes to it.
13.3	<u>SEND Report</u> This is a Camden policy and the school has not made any changes to it.
13.3.1	It was noted that: - In the SEND report it mentioned that each child has a key worker which didn't sound right for a primary school. - There was also a quote from an Ofsted report which might need to be updated.
13.3.2	Action: SEND report to be reviewed as per 13.3.1 points - DM.
13.4	<u>Complaints Policy</u> This is a Camden policy and the school has not made any changes to it.
13.5	Governors RATIFIED the policies.
14.	Governance Governors confirmed that they had reviewed, read and agreed the instrument of government, code of conduct, KCSIE and completed the declarations of interest.
14.1	It was noted that parent governor vacancies need to be filled and governors were encouraged to seek parents to apply.
14.2	Action: Governors to discuss as a pre-meeting item how governors can score governance at the end of the academic year. E.g. timely actions and target setting.
15.	Any Other Business
15.1	There was no other business.
16.	Confidential
16.1	There were no confidential matters to discuss.

The Chair thanked everyone and closed the meeting at 7.50pm.

**MINUTES TO BE AGREED AT THE 02.12.25 FGB MEETING AND SIGNED ONLINE BY
Marcus Boyland, Chair of the FGB.**