



# FLEET PRIMARY SCHOOL

Minutes and actions from the Full Governing Board Meeting held on Tuesday  
12<sup>th</sup> May 2025 at 6pm **IN PERSON**

## ATTENDANCE

Marcus Boyland ( <b>The Chair</b> )	<input checked="" type="checkbox"/>
Don McGibbon (DM) ( <b>Headteacher</b> )	✓
Annie Balme	✓
Rebecca Coombes	<input checked="" type="checkbox"/>
Abdul Al Mamun	✓
Ellie Melkuhn	<b>Absent</b>
Kim Issroff	✓
Oonagh Pierce	✓
Sharon Adebola	<b>Absent</b>
Fabrizio Sidoli	✓
Rehana Mishel Rahman	<b>Absent</b>
Jason Cooke	✓
Claire Price	<input checked="" type="checkbox"/>
John Showell	<input checked="" type="checkbox"/>
Sinead Costelloe	✓
Bukky Epenyong	<b>Absent</b>
Lynley Benbetka	✓

## Others present

Debbie Barry (School Business Manager)	✓
Becca Wall (Deputy Headteacher)	✓
Jane Ware (Clerk)	✓



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## ACTIONS LOG

Date	Item	Action	By Whom	Status
04/02/25	3.1	The Chair to investigate Apprenticeship funding.	The Chair	Pending
04/02/25	5.2	DM to consider inviting prospective parents to FPS shows and holding more open days to attract them.	DM	Pending
04/02/25	7.1	Governors to check and attend training (including Safer Recruitment)	All	Pending
		Governors to attend the Camden Governor conference on 10.5.25	All	Pending
31/03/25	2.14	Remove the nursery charge wording from the letter.	DM	Pending
31/03/25	2.15	2027 to be changed to 2026, in the SLA between Fleet and the governing board - DM.	DM	Pending
31/03/25	3.3	Working party to be developed to formulate a formalised site development plan with spaces such as an ARP.	The Chair	Pending
12/05/25	3.2.2	If any governors (present and not present) want to be involved in the working party for site and alternative resource provision (ARP), they should contact Becca.	Governors	Pending
12/05/25	8.2.2	Re advertise for a parent governor following skills audit.	DM	Pending
12/05/25	9.1.1	Clerk to circulate skills audit.	JW	Pending



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## PART 1

No.	ITEM
<b>1.</b>	<b>Welcome, apologies for absence and declarations of interest</b>
1.1	The Chair welcomed everyone and opened the meeting at 6pm.
<b>2.</b>	<b>Declaration of interests for the meeting</b>
2.1	There were no declarations of interest for the meeting, (noting that the Chair is a Camden Councillor and the Cabinet Member for Education).
<b>3.</b>	<b>Minutes of previous meeting (31.03.25)</b>
3.1	<u>Confirm accuracy</u>
3.1.1	Subject to minor amendments to attendance, the minutes of 31 March 2025 were APPROVED by governors.
3.2	<u>Matters arising</u>
3.2.1	<p>Matters arising were:</p> <ul style="list-style-type: none"> <li>• There would be a working party for site and alternative resource provision (ARP) and this will be done in the Finance and Staffing Committee.</li> <li>• The working party needs governors' voice and Annie, Fab, John and Becca are already KEEN.</li> </ul>
3.2.2	<b><i>Action: If any governors present or not present want to be involved in the working party for site and alternative resource provision (ARP), they should contact Becca.</i></b>
3.3	<u>Review action log</u>
3.3.1	The actions log was updated (see page 2).
3.4	<u>Chair's actions</u>
3.4.1	There were no Chair's actions.
<b>4.</b>	<b>Finance and Staffing</b>
4.1	<u>Budget Discussion</u>
4.1.1	<p>Highlights were:</p> <ul style="list-style-type: none"> <li>• There is now a more accurate budget, the final is figure better than previously but there is still a significant deficit.</li> <li>• At the KS2 stage, parents tend to move their children to private schools.</li> <li>• In the long run, falling pupil numbers will inevitably impact the deficit.</li> <li>• Currently, it is anticipated that the school will be full in reception.</li> <li>• There is £20k in the school fund raised by the parents which music therapy is paid for by. The staff room needs a refresh and this could be an option to spend it on.</li> <li>• Match funding could be a possibility.</li> <li>• Special educational needs and disabilities (SEND) support staff are costly and education health care plans (EHCPs) are being applied for.</li> </ul>



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	<ul style="list-style-type: none"> <li>• There are two classes a term that receive it.</li> <li>• The Arsenal trip is stopping.</li> </ul>
4.1.2	<p>QUESTION: When do you submit the budget?</p> <p>ANSWER: It will be ratified in this meeting and then sent in.</p>
4.2	<u>Nursery</u>
4.2.1	<p>Highlights were:</p> <ul style="list-style-type: none"> <li>• There are six children in the nursery due to remain there, there are 23 in there this term and 16 places confirmed for September.</li> <li>• There are siblings wanting spaces for January so if not full, it is likely more will come in then.</li> </ul>
4.2.2	The funding model for nursery was APPROVED by governors.
4.3	<u>Rhyl School Partnership</u>
4.3.1	<p>Highlights were:</p> <ul style="list-style-type: none"> <li>• This started after easter break and is going well.</li> <li>• The structure is that the headteacher works across both schools Monday, Tuesday and Wednesday and is at Fleet all day on Thursday and Friday.</li> <li>• Becca has taken on more complex cases.</li> <li>• After half term when Becca is back the senior leadership team (SLT) will be at its full complement.</li> <li>• Camden have not yet confirmed September school improvement partner (SIP) arrangements.</li> </ul>
4.3.2	<p>QUESTION: Is a new head of school going to be appointed?</p> <p>ANSWER: We should appoint on Friday.</p>
4.3.3	<p>QUESTION: Will that change how things work?</p> <p>ANSWER: We have a head of school already, but there will be settling in time. There is a really strong team to support them.</p>
5.	<b>Committee Reports</b>
5.1	<u>Curriculum Standards – 6 May 2025</u>
5.1.1	<p>The Committee met last week and discussed:</p> <ul style="list-style-type: none"> <li>• Subject leader representation.</li> <li>• Staff training focused on writing this term.</li> <li>• The attainment data was reviewed.</li> <li>• Year 4 is a concerning year group because they are making good progress but their attainment is not where it should be.</li> <li>• Summer interventions were discussed, and years 5 and 6 have been taking part.</li> <li>• The monitoring cycle is on track and up to date.</li> <li>• The school development plan (SDP) is focused on learning.</li> <li>• Parental engagement.</li> <li>• The school is still in the top 10 in Camden still for attendance</li> <li>• Punctuality levels in year 4 have dropped.</li> <li>• SEND data.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Three policies were reviewed and approved.</li> </ul>
5.2	<u>Finance and Staffing – meeting 31st March</u>
5.2.1	This was combined with full governing body (FGB).
6.	<p><b>Headteacher's report – DM &amp; BW</b></p> <ul style="list-style-type: none"> <li>• <b>School evaluation form (SEF) / SDP update</b></li> <li>• <b>Head's Contextual Data</b></li> <li>• <b>School Role Data</b></li> <li>• <b>SDP reviewed – Spring Term</b></li> <li>• <b>Attendance Data – Autumn/Spring</b></li> <li>• <b>Behaviour and Safeguarding Data Autumn/Spring</b></li> <li>• <b>Teaching, Learning and Curriculum</b></li> <li>• <b>Progress and attainment, including monitoring and assessment</b></li> <li>• <b>Pupils, including attendance, punctuality, NOR</b></li> <li>• <b>Staffing</b></li> <li>• <b>Safeguarding, including child protection plans (CP), children in need (CIN), looked after children (LAC), Early Help and Working Together to Safeguard Children</b></li> <li>• <b>SEND, including EHCPs</b></li> <li>• <b>Site and premises</b></li> <li>• <b>Cross School working</b></li> </ul>
6.1	<p>Highlights were:</p> <ul style="list-style-type: none"> <li>• There are lots of trips planned for this term.</li> <li>• There are seven less children at nursery this year and two children will be leaving because they have been rehoused.</li> <li>• The percentage of free school meals (FSM) has gone down because there are some new children and this will increase again once the parents apply.</li> <li>• LAC and early help is fairly stable, less families make it to that level because they are held and supported by the school</li> <li>• Secondary transfer transition forms have been completed and returned to Camden, nine children are vulnerable in terms of having various needs and have a vulnerability matrix completed additionally.</li> <li>• Attendance data is positive, however there are still some term time holidays.</li> <li>• Late figures have significantly improved.</li> <li>• The children are doing really well in phonics, however comprehension will likely remain a challenge next year.</li> <li>• KS1 and KS2 data is positive.</li> <li>• One cohort in year 4 has improved.</li> <li>• Monitoring and assessment is up to date.</li> <li>• Work scrutiny was held last week.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Pupil progress reviews have been completed and intervention maps are in place.</li> <li>• Safeguarding and special educational needs (SEN) data has not really changed.</li> <li>• It is likely that there will be three more EHCPs in September in terms of children joining in September.</li> <li>• The speech and language therapy (SALT) and mental health support team are regularly coming into the school.</li> <li>• There have been no exclusions and behaviour reporting is positive</li> <li>• The SDP is underway.</li> <li>• Trips include swimming, and trips to arsenal although this is now stopping.</li> <li>• Early career teachers (ECTs) are coming to an end this year and have been working well.</li> <li>• Beth is due back after half term in terms of staffing.</li> <li>• A new fence went up at easter. Site security is a concern because one child in year 6 who has SEN likes to run away, so various precautions are in place, such as the office is locked during the school day.</li> <li>• There remains some rental income from Saturday drama school hires.</li> <li>• The new air conditioners are also heaters.</li> <li>• Site services officer appointment is still outstanding.</li> <li>• The location of the toilets is an issue for the infants when at play, so a temporary solution of a festival portacabin is planned and Camden will fund this.</li> <li>• The school fund balance is £77528.24.</li> <li>• Credit card checks have been completed monthly.</li> </ul>
6.2	<p>QUESTION: Is there a reason why children who could have school dinner don't?</p> <p>ANSWER: Sometimes it is to do with a health condition or being fussy. It has increased since it became free.</p>
6.3	<p>QUESTION: Do you see any big shifts in the community?</p> <p>ANSWER: Community-wise no, but FSM was 33% when I started and is now in 50s so there are has been a change in demographic; there are not as many Congolese families as there used to be, they used to be quite big in the area. There has been an increase in eastern Europeans. There used to be significantly more girls than boys and now this has reversed.</p>
6.4	<p>QUESTION: What is the fine for term time holidays?</p> <p>ANSWER: It used to be up to local authorities but now there is a national fixed penalty protocol. It is £60 fine for each parent for an absence over five days. The second time the fine increases to £160 per parent. A third absence results in a court appearance. Arrival after 9.30am the results in the whole morning being marked as an absence. If there are 10 absences in six months it results in</p>



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	a fine. The local authority receives the fines, not the school. The school has some autonomy over fining. It is cheaper to go on holiday during term time.
6.5	QUESTION: Are there new staff at Camden Kids Talk Project? ANSWER: Yes and they are really competent and have brought their own skillset. Rebecca has done train the trainer training. The speech therapists don't cost as much as last year.
6.6	QUESTION: Are there a lot of people waiting for SALT? ANSWER: It is more that it is really difficult to get direct SALT, the child's needs have to be at EHCP level. If a block of SALT is offered it is only short. Currently the school is seeking this for one girl in year 6 for her to receive before she transitions to secondary school.
6.7	QUESTION: What is the new conditions work? ANSWER: Camden surveys schools, identifies work that needs doing and then they schedule it based on priorities around the borough. They came last term and did a survey.
6.8	QUESTION: What needs doing? ANSWER: The crack in the boundary wall will be replaced after the tree issue is addressed, because the tree is causing the crack. The fence is presently not upright. The wall is a shared cost but the fence should be paid for by the resident who is the owner of the tree.
6.9	QUESTION: Can you move the air conditioners around? ANSWER: No, they can't be moved.
6.10	QUESTION: Are there changing facilities for children with SEND? ANSWER: No, only a disabled toilet for adults.
6.11	QUESTION: Is there a changing table in there? ANSWER: No. You wouldn't put children of school age on a table because they would be too big for it.
<b>7.</b>	<b>Policies</b>
7.1	Governors noted that there are no policies at this time but the Equalities Policy will come to Summer 2.
<b>8</b>	<b>Governance</b>
8.1	<u>Governors' visits and reports</u>
8.1.1	This item was not discussed.
8.2	<u>Governor vacancies</u>
8.2.1	The staff governor vacancy has been filled and there are two parent governor vacancies.
<b>8.2.2</b>	<b><i>Action: Re advertise for a parent governor following skills audit - DM.</i></b>
<b>9.</b>	<b>Any Other Business</b>
9.1	<u>Skills Audit</u>
<b>9.1.1</b>	<b><i>Action: Clerk to circulate skills audit - JW.</i></b>
9.2	<u>Training</u>
9.2.1	Governors were encouraged to review Camden's training offer.
<b>10.</b>	<b>Confidential</b>
10.1	There were no confidential matters to discuss.
<b>11.</b>	<b>FGB meeting dates 2024-25</b>
11.1	Governors noted the dates for the remaining FGB meetings in 2024-25:



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|  | <ul style="list-style-type: none"><li>• Tuesday 17.6.25</li></ul> |
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The Chair thanked everyone and closed the meeting at 7.25pm.

**MINUTES TO BE AGREED AT THE 17.06.25 FGB MEETING AND SIGNED ONLINE BY  
Marcus Boyland, Chair of the FGB.**