Fairfield Road, New Romney Kent TN28 8BP

St Nicholas provides a welcoming and inclusive learning environment at the heart of its community. We nurture, encourage and support all children, adults and their families to be the best as God intended. Following God's example of love and trust, we develop resilience and creativity in all we do. Learning, loving and encouraging through Christ

Local Governing Body Meeting
Term 4 AGENDA
Thursday 23rd April 2026 at 10.00am
To be held at the school

Present:

Christopher Dale – Headteacher (HT)
Victoria Turner – Deputy Headteacher (Staff Governor)
Lyn Edwards – Chair (CoG)
Hannah Stanford-Weeks – Parent Governor
Claire Seiver – Advisor
Penelope Mackrell – Foundation Governor
Sarah Webb – Co - opted Governor
Hannah Lees – Assistant Headteacher
Paul Fadin – Observer
Father Chris Hodgkins – Foundation

Also, In Attendance:

Clerk: – Julie Lowe

Apologies accepted:
Samantha Dennison – Appointed Governor
Emily Hayday – Appointed Governor
James Bader – Parent Governor

Item:	Summary Description	Action
Procedural:		
1.	**Welcome, Apologies & Prayer** a) Chair's welcome Thanks given The Chair welcomed everyone to the meeting b) Receive and accept or decline apologies offered	

	Samantha Dennison Emily Hayday James Bader Apologies accepted Father Chris – no attendance and no notification received c) Prayer The opening prayer was said by Penelope Mackrell	
2.	**Quorum** The meeting was quorate	
3.	**Declaration of Business Interests** Any business or conflicts of interest relevant to the agenda • **N/A**	
4.	**Governing Body Business/Membership (not discussed as focus on HT report)** a) Governing body update b) Governor Training NGA armchair training which JJ has advertised on GH for all Governors to undertake if they are able Clerk wanted to advise Governors that Effectiveness Training will need to be completed in Term 6 as per last academic year, this at the time will be found on GH Clerk also reminded Governors they have agreed as Governors to undertake Judicuim training, plus one training connected to the areas they cover and then one additional piece of training linked to the SIP It is envisaged the hyperlinks for training will be available on GH as from 01/04/2026. The first training to be uploaded will be connected to budgets. c) Trust Board Key Reflections discussion d) Update from Clerk There will be within the foreseeable future a flow chart sent to all school offices regarding complaints. It will be the responsibility of the school to ensure this disseminated to the staff also, together with the possibility of being uploaded onto Parents websites via the school but this is still to be discussed. This is due to the large amount of complaints currently received which have somehow 'skipped' stage one, which have not been dealt with by SLT and have proceeded to stage 2. A flow chart will make staff more aware of how complaints should be handled	

Lyn Edwards 07/09/2026 expiry is she looking to renew if so we will need to do this term 5/6 ready for September – advise JL corresponded and a re-appointment form has been sent to HT

5. Minutes of the last meeting held on 3rd February 2026

a) To approve the minutes of the LGB Meeting held on 3rd February 2026
   Approved
b) To approve confidential minutes of the LGB Meeting held on 3rd February 2026
c) Approved

6. Actions/Matters arising from Minutes of 3rd February 2026

a) Governing Body actions and matters arising

03/02/2026		
B/F		
11	Feedback on SG review by Judicuim – DUE 25/02/2026	Chair & SD
13	Riskmate to be completed ready for a discussion at the next meeting	HT
New actions		
4	Pen portrait to be sent to HT	PF & HSW
Confirmation all actions have been addressed		

School Improvement:

7. Headteacher's T4 Report:

Report on GH deemed as being read and responses below to any questions for the HT:

- **Admissions**
  New intake has until mid-May to accept offers and start formal processes; gone well; survey of everyone who attended and all came back positive; numbers are slightly down, but so is birth rate, particularly local; by next LGB will be able to give precise details
- **Attendance**
  Chair: *Attendance information discussed and queried if authorised*
  None are authorised in line with Aquila and DfE; persistent absence average is high; looked at programme called Attend which AO is looking at; keeps it together on BromCom and will support AO role as system supplies information instantly; also generates letters and texts to parents and will send straight to parents phone; app will confirm delivery; if received and opened; if attendance improving, parents also get positive notification; looking at buying into this system and hope to use in T6
  Chair: EYFS, is there any reason for their percentage?
  Parents know that their child doesn't have to be here until term after child terms five and parents will take them out for

	holidays prior to this birthday; added to that we have also had huge cases of chicken pox **Chair:** *Did we have any with the meningitis?* No response across the schools • **Pupils with SEN and LAC** **PM**: *SRP going up to 20, are we expecting any more?* Should know by end of this week; ran through current numbers and designated special school placements and additional funding given **Chair**: *Admin support – did you secure someone?* Admin support - offered different strengths, SEN team needed admin; have appointed and induction takes place next week and start following week **Chair**: *Up and running by next new year start in September?* Very happy and appointed another member of staff to support a child and happy with that too; ran through an internal position that had been filled and process • **Behavioural Reports and pupil mental health and wellbeing** • **Pupil Premium** • **Details of interventions and innovations using the PP** • **School performance and standards** (end of T4 data analysis, if available) Discussed data, identifying traffic light system strategy; identified cohort dips and follow-ups; doing well in lots of areas; good KS2 turn around and Y5/6 made great maths progress; work in Y6 is immense; SATs coming up and continue to hope paper will allow children to shine in a way they are performing day to day; was part of improvement plan and going in a positive direction **VT**: Made a huge difference with Hannah having time out to manage maths **Chair**: *SPAG – wanted to say strategies used and progress is really good* Ran through changes in different year groups and building on this • **Christian Distinctiveness/SIAMS** • **Impact of PE & other Funding** • **Staffing information, including mental health and wellbeing** Discussed staffing for next year and staff sickness; have wellbeing team for children and staff; have events that go on for staff and opportunities to speak to wellbeing team and all staff reminded of Access and the counselling service; been proactive which will have an impact; strategies such as line	

	dancing after school; looking on things that don't impact on budget, but offering things such as bowling nights as well	
8.	**School Improvement Plan:** • Identify, in priority order, focus areas for this year	
9.	**School vision**	
10.	**Governor Monitoring and other Reports & Visits:** a) Update of monitoring visits undertaken; subjects and governor/s: Emily has been in on three occasions; land will feed back at next meeting b) Agree monitoring visits for term 5 & 6: Chair will arrange date to come in with H&S VT will send Diocese training to HSW who requested opportunity to buddy with another governor to understand expectations with monitoring VT will send some dates where LGB are already booked for HSW to observe HT suggested to go and see Victoria later in the term as she is doing a personal award ACTION: Chair will reach out to arrange monitoring with HSW c) Receive any other Reports or notes of visits	
11.	**Finance: To be discussed at next meeting** a) To review Governor Report month/year b) Consolidated cash flow c) To review Financial Report month/year d) Discuss possible budget for next academic year	
12.	**Safeguarding:** Trends last term - March has been the highest month; ran through this area on HT report; strength and essential to what we do and will take LGB round the school to show strategies being used a) Issues or concerns: b) Safeguarding outcomes:	
13.	**Health & Safety:** a) Issues or concerns: b) Premises update: Air source heat pump is working; Trust is looking at supplier they use Playground has been re-tarmacked and shared with parents on DoJo; needs playground markings; school council have fed back saying what they would like c) Review of Health & Safety and report on incidents recorded:	

	Discussed report as information only d) Progress towards General Risk Assessment priorities:	
14.	**Riskmate Risk Register** a) Update from Headteacher regarding Riskmate Register Referred to report uploaded onto GH; calculates risk in terms of reputational damage as greatest risk; inherent risks unable to control as produced by system, residual is used to mitigate; ran through highlights of report; STN are one of the best schools in the trust on top of our H&S; annual review of systems undertaken with LGB b) Assess Riskmate return for current strategic risks and ensure appropriate mitigations are considered c) GDPR	
15.	**Compliance (including website):** Items for consideration:	
16.	**Policy Review:** To ratify/adopt the following policies due for review: **Aquila Trust Policies: (Adopt only)** • Minor Works Protocol (2024-26) MAT • Restrictive Interventions (2026-27) MAT • Parental Code of Conduct (2026-27) MAT • Initial Teacher Education (2026-28) MAT • Relational Policy (2025-26) MAT HT ran through implications for different policies and all adopted **School Based Policies: (Ratify)** •	
17.	**Any other business:** Urgent Business to be notified to the Clerk and Chair in advance of the meeting • Ran through the costings of building works and clarified actual price of build and range; discussed option four with three phase approach which was outlined and where money will be raised, including Diocese input; contractors quotes all included charitable focus and reduced fees; CEO asked for update report to share with LGB and papers will be submitted at later date; met with AS from Aquila and if LGB give approval for project to go ahead, she will become formally involved; trust will manage funding and school excluded due to HT declaration of interest, and trust board will be involved to take to formal process **HSW**: *Clarify - there is phase one and two, have they amended anything since the last report?* Nothing - Going to take everything up to phase two and handed out further document identifying different phases; AS,	

	Aquila has met with contractors and had preliminary meeting with that **LGB: All approved going to next formal stage**	
Other:		
18.	**Confidentiality:** Governors to decide which items, if any, should be regarded as confidential and recorded within the confidential minutes for this meeting • N/A	
19.	**Confirmation date of next meeting:** • 21st May 2026 at 10.00am in school – predominantly finance as FO will be attending	
20.	**Closing Reflections & Meeting Summary** a) What was the theme of the key discussion during the meeting and what is the impact for the pupils? Attendance and the strategies for SPAG as a positive thing; nice to see data shows we have improving trend b) What was the key challenge facing the School/Trust during this discussion? Attendance procedures; achievement; staffing and ability to retain with staff going to other areas of working life not educational c) What are the areas for celebration in this discussion Improvement in maths; progressing with the pavilion project LGB then had tour with HT to look at areas of progress	

Summary of Identified Actions

Item	Action	Action owner
10	To schedule mentoring support for HSW	Chair