



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

MINUTES

3RD JUNE 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 Richardson – Advisor
 Penelope Mackrell – Foundation Governor
 Sarah Webb – Co - opted Governor
 Hannah Lees – Assistant Headteacher
 Paul Faderin – Appointed Governor
 Jacqueline Chapman - Observer
 Samantha Dennison – Appointed Governor – VIA TEAMS
 Emily Hayday – Appointed Governor
 James Bader – Parent Governor

Clerk: – Lynne Bright – Governance Professional

Daisy Cousins attended re budget

Apologies accepted:

Father Chris Hodgkins – Foundation

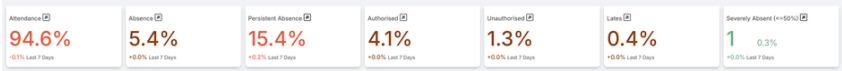
Item:	Summary Description	Action
Procedural:		
1.	Welcome, Apologies & Prayer a) Chair's welcome The chair welcomed everyone to the meeting, and said a special welcome to Jacqueline Chapman as an observer to being a new prospective Governor.	

	The meeting mainly focused on the budget for the next academic year b) Receive and accept or decline apologies offered No apologies received c) Prayer PM opened the meeting with the prayer	
2.	Quorum The meeting was quorate	
3.	Declaration of Business Interests Any business or conflicts of interest relevant to the agenda • JB spouse is employed at STN	
4.	Governing Body Business/Membership a) Governing body update - Lyn Edwards was voted as Chair for the LGB for the next academic year b) Governor Training c) Trust Board Key Reflections discussion d) Update from Clerk – Discussion of dates for 2026/2027 ALL TO BE HELD ON A WEDNESDAY AT 10.00AM 14TH OCTOBER 2026 9TH DECEMBER 2026 10TH FEBRUARY 2027 17TH MARCH 2027 19TH MAY 2027 7TH JULY 2027 THE ABOVE TO BE AGREED AT TERM 6 MEETING There is currently discussion around implementing a 10-minute TEAM meeting prior to uploading papers onto GH, to review and agree the agenda. The meeting would involve the Chair and Headteacher, with arrangements coordinated through the Clerk. Term 5 Meeting – Budget – it has been agreed that, from the next academic year, the timeframe for the budget meeting will be between 15 May and 11 June. Governors may hold their LGB meetings at any point within this period, even if this falls into Term 6. This may result in two meetings taking place during Term 6 and no meeting being held during Term 5. Headteachers’ reports are to be uploaded for every LGB meeting at least 7 days prior to the meeting. Governors will be expected to read the reports in advance and submit any questions to the Headteacher ahead of the meeting to allow responses to be prepared. Both the questions and responses will then be forwarded to the Clerk to be included in the minutes JL acknowledged that some schools are currently experiencing a shortage of Governors, and confirmed that Jess is actively exploring recruitment opportunities particularly for Foundation Governors.	

	Audit from Governors (which was completed last academic year) and which can be found in GH – this needs to be completed before the end of term 6													
5.	Minutes of the last meeting held on 23 rd April 2026 a) To approve the minutes of the LGB Meeting held on 23rd April 2026 Agreed b) To approve confidential minutes of the LGB Meeting held on 23rd April 2026 Agreed													
6.	Actions/Matters arising from Minutes of 23rd April 2026 a) Governing Body actions and matters arising <table><tr><td>03/02/2026</td><td></td></tr><tr><td>B/F</td><td></td></tr><tr><td>11</td><td>Feedback on SG review by Judicium – DUE 25/02/2026</td></tr><tr><td>13</td><td>Riskmate to be completed ready for a discussion at the next meeting</td></tr><tr><td><i>New actions from 23/4/2026</i></td><td></td></tr><tr><td>4</td><td>Pen portrait to be sent to HT</td></tr></table>	03/02/2026		B/F		11	Feedback on SG review by Judicium – DUE 25/02/2026	13	Riskmate to be completed ready for a discussion at the next meeting	<i>New actions from 23/4/2026</i>		4	Pen portrait to be sent to HT	
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School Improvement:														
7.	Headteacher’s T5 Report: Admissions The current pupil roll stands at 404, representing a decrease of one pupil since the last Headteacher’s report. Overall numbers remain stable, with cohorts broadly balanced across year groups, ranging from 51 to 61 pupils per year. The profile of the school remains consistent, with a slight majority of male pupils (51.7%) compared to female pupils (48.3%), and no significant shifts in cohort composition. In summary, there has been minimal change in overall pupil numbers, with the school maintaining a stable roll and well-balanced year groups, with the exception of Y2 where there is an imbalance of gender numbers between the classes. <i>Q: Governors asked regarding admissions, you have 46 children in September coming into STN in September is this the total number of children coming into year R</i> Yes, the numbers have declined this year which is due to the birth rate and is the same as many other schools in the area most of the schools are in the same position regarding year R, but STN have pupils in year 1,2,3, and five being admitted <i>Q: Governors asked is this number for admissions likely to increase with appeals?</i>													

This is unlikely, with the new houses coming up we have already had three enquires

- Attendance**



Current whole-school attendance stands at 94.6%, with absence at 5.4%. This places the school broadly in line with recent national figures, where primary attendance has been reported at around 94.6%, reflecting a gradual improvement since the pandemic but still above pre-pandemic absence levels

Attend software

The school has invested in the Attend attendance system platform to further strengthen its strategic approach to improving attendance, particularly for identified vulnerable groups. The system provides detailed, real-time analysis of attendance data, enabling staff to identify patterns quickly and intervene at the earliest opportunity. It supports a structured and consistent approach, with all actions, interventions and outcomes recorded to ensure clarity and impact over time, thereby reducing the office hours on these activities.

Q: Governors asked the school has a new attendance system is that as well as bromcom?

Yes, we still have bromcom, however it does not dig as deep as the new programme called ATTEND. The software for ATTEND will say pinpoint a child that is off every Friday and will show patterns in children's attendance. The parents that we meet who have attendance issues, the programme will text parents and offer proactive comments that parents need to have to hopefully encourage them to enforce the school attendance for their child. The system will only be 15 minutes from being live and the text is a one-way system where parents cannot respond

Attendance as a Safeguarding Indicator

Attendance data supports safeguarding intelligence:

Overall attendance remains stable at 94.6%, indicating effective engagement with families.

Persistent absence is closely monitored, recognising attendance as a key safeguarding indicator.

Absence is predominantly due to illness, reducing indicators of hidden safeguarding risk.

Unauthorised absence and lateness remain very low, suggesting good parental cooperation and oversight.

Reception attendance is slightly lower and continues to be monitored closely due to the safeguarding implications of early years absence

- Pupils with SEN and LAC**

SEN Provision	Number of pupils
SEN Provision - education, health and care plan (code E)	18
SEN Provision - SEN support (code K)	60
Total number of pupils with SEN (codes E, and K)	78
No special educational needs (code N)	326
Total pupils on roll	404
Number of SEN Pupils in a mainstream school who are members of a special provision (SEN Unit). * Should be less than or equal to the total number of pupils with SEN (codes E and K)	0
Number of SEN Pupils in a mainstream school who are members of a special provision (resourced provision). * Should be less than or equal to the total number of pupils with SEN (codes E and K)	13

- **Current Profile of SEND Across the School**

The school currently has 404 pupils on roll, of whom 78 pupils (19.3%) are identified as having Special Educational Needs (SEN).

Education, Health and Care Plans (EHCPs – code E): 18 pupils (4.5%)

SEN Support (code K): 60 pupils (14.9%)

No identified SEN (code N): 326 pupils (80.7%)

This indicates that approximately one in five pupils require additional SEND support, which is broadly in line with national trends and reflects a significant level of need within the school.

- **Specialist Provision**

There are currently 13 pupils accessing resourced provision within the mainstream setting.

There are no pupils placed in a discrete SEN unit on site.

This reflects the school's inclusive model, where pupils with a range of needs are supported within mainstream classrooms, supplemented by targeted provision where appropriate

- **Behavioural Reports and pupil mental health and wellbeing**

Exclusions 2025/26

Fixed term suspensions: 2 **pupils. (Y3)** – each 3 days

Permanent exclusions: 0

Previous exclusion information:

Exclusions 2024/25

Fixed term suspensions: 1 **pupil (Y5)** – 7 days

(This pupil left the school in October 24)

Permanent exclusions: 0

Current exclusions

We have had 2 suspensions and no exclusions in the academic year 2025/6

SEN children on reduced timetable: 2 (Y2 SRP pupil/ Y3 EHCP pupil) – both currently awaiting a place at a specialist setting.

Plans for re-introduction

We have no pupils awaiting reintegration

Complaints

We have received no formal complaints – stage 2 or above this academic year

- **Pupil Premium**

Universal FSM changes in September. Parents not in receipt of family credit but sit at the top of threshold will be entitled to FSM but not PP. FSM will increase the number of children. Currently the children have a two-meal option we are looking at the children having a four-meal option – shouldn't

	increase any more wastage as they will ask the children what they want before the cooks start cooking • Details of interventions and innovations using the PP • School performance and standards (end of T4 data if not available earlier) Year 6 have completed their SATs – results are expected on 7 July 2026 Year 4 Multiplication Tables Check (MTC) will commence immediately following the May half term and will be administered over a three-week window. During this period, pupils will complete the statutory assessment in line with national requirements, with appropriate arrangements in place to ensure all pupils can access the test. Outcomes will be reviewed to inform teaching, support transition into Year 5, and identify any areas requiring further consolidation. Year 1 Phonics Screening Check (PSC) – Interim Overview At the start of the academic year, the Year 1 cohort target for the Phonics Screening Check (PSC) was set at 92% achieving the expected standard. • Christian Distinctiveness/SIAMS • Impact of PE & other Funding • Breakfast Club Development Follow link for ‘what parents want from breakfast club feedback’ https://app.governorhub.com/document/6a0a22f071c2f620726b90aa/view Overview The development of a school breakfast club is progressing well, with strong foundations now in place to support implementation. See separate report on Governor Hub. Parental Engagement A parent survey has been completed, achieving a 30% return rate, providing a useful level of insight into likely demand and expectations. The responses have helped inform planning, particularly around provision and accessibility. Staffing and Safeguarding A successful recruitment exercise has resulted in the appointment of eight members of staff, ensuring the club is appropriately resourced. The staffing structure includes: • Supervisor and Deputy Supervisor roles • A designated member of staff with DSL oversight • Several members of staff with Paediatric/ First Aid qualification • Representation across all three phases of the school • Two staff with EYFS training, ensuring compliance with Ofsted requirements for early years provision • All appointed staff are trained to support pupils with SEND needs, ensuring the provision is inclusive and accessible. Provision Development An open session for parents is planned for Thursday 2nd July, offering an opportunity for families to visit the school, understand the offer, and support engagement ahead of launch. Key Decisions for Governors	
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	Governors are now asked to consider and agree the following: • Daily cost of provision • Start time of the breakfast club • Whether a sibling discount will be applied These decisions will enable final planning to proceed and ensure clarity for families ahead of implementation. Summary Significant progress has been made, with staffing, safeguarding arrangements and early engagement established. The breakfast club is well-positioned to launch successfully, subject to final decisions from governors regarding operational and financial arrangements. <i>Q: Governors asked how is the Breakfast club moving forward?</i> HT went to abacus (LISA) and they were at the point of coming under the umbrella of the school, however this has not happened. HT has told Lisa this has been discussed with Governors regarding breakfast club and notice has been given to her for September just for breakfast club. <i>Q: Governor asked what are the implication of the nursery club children?</i> The nursery will provide their own breakfast Abacus will not run the breakfast club it will be run in house. Survey was undertaken with the parents and this good apart from year 4. 88% of parents stated that a breakfast club was needed and the overwhelming majority said if they were to use the club it would only be needed for a few days a week possibly M/T/W. HT stated we are now looking at timings so could be a start time of either 730/745 and looking possibly at 2.00 per child rather than the 7 that is currently paid. <i>Q: Governors asked so there is a cost to this and will the 2.00 cover the cost of the breakfast club</i> The proposal is based on approximately 60 children attending. At this level, the costs will be covered. However, if attendance falls below 20 children, the provision would not be financially viable. The initial charge will be £2.00 for children who are able to pay. The provision is expected to begin at 8:00 a.m. for those who are unable to pay. Any interim arrangements would need to be considered on a case-by-case basis. Governors raised concerns that the £2.00 charge may be too low and questioned whether the price might need to increase after a short period. Children will be offered cereal and toast as standard options. Alternatives, including yoghurt, will also be available, and fruit will be offered. Pupil Premium (PP) funding will be used to cover staffing costs. Consideration is being given to whether administration and payments should be managed on a termly basis. The school is exploring the use of a company to collect payments and forward the relevant information. However, there is also a need to investigate whether this can be managed through Bromcom. This is one of the finer operational details currently being worked through We are looking at children being pre booked and not just turning up	
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Q: Governors asked the current breakfast club we are able to pay with child care vouchers would parents be able to use that in the club you are proposing?

This is something that needs to be looked into as we cannot guarantee the voucher scheme would be up and running by September.

The breakfast club could be beneficial for attendance need to consider how flexible you are with the children attending and whether they can attend one week and not another

HT asked are Governors happy with the 2.00 cost for this year into next year – Governors agreed

Q: Governors asked are we taking the money from PP and it will affect somewhere else –

HT responded no I leave money in the pot and this will be used; we are not there to make a profit but to buy say perhaps a new toaster and because it is so much cheaper it should enable more children to attend

Q: Governors asked so if you are prepared to run a breakfast club will you looking at an after-school club?

This has been costed out HT believes we can do an after-school club for 10.00 until 6pm need to get breakfast club up and running and then perhaps look at after school. This could be as soon as January

SD is happy to pass along information from when she run a breakfast/after school club such as Tesco do a food waste scheme slow cooker meals etc

- **Staffing information, including mental health and wellbeing**

- Leavers/ maternity:

No new updates since the last HT report – see separate report below:

<https://app.governorhub.com/document/6a0a22f071c2f620726b90aa/view>

- Starters:

The school will have to look at taking on additional cleaners and lunchtime staff for the forthcoming academic year and will be recruiting after the May half term for these posts. This is due to staff taking on other roles or being redeployed elsewhere in the school.

Additional to this, 2 members of staff will start their HLTA training in September

- Apprenticeship programme:

HT reported to governors in my last report that we have had a great deal of success with our TA development programme. The school is now looking to future proof its staffing by joining the teaching apprentice route. So far, we have 3 people who have put themselves forward for this programme

Staffing lists have gone out and the current year 2 have a mis match of girls and boys so we are looking at rebalancing. Year 2 will be mixed up in the next academic year and this information will be communicated to parents next week.

	<i>Q: Governors asked how will this be managed and how will the children be transitioned?</i> They are aware and we mix them up anyway so they are used to the other class but being done on summer term birth rate – children have put in who their friends are etc	
8.	School Improvement Plan: Identify, in priority order, focus areas for this year	
9.	School vision	
10.	Governor Monitoring and other Reports & Visits: - Update of monitoring visits undertaken; subjects and governor/s Emily undertook a monitoring visit yesterday and it was good to see and this will be put on GH when written - ACTION - Agree monitoring visits for next term - Receive any other Reports or notes of visits	
11.	Finance This section is to be found under confidential minutes	
12.	Safeguarding: - Issues or concerns: Safeguarding concerns are consistently recorded each month, with volumes typically ranging between 80–150 incidents, indicating strong reporting processes. There is a notable peak in March, followed by a dip in April and a rise again in May, reflecting normal fluctuations across the academic year. The largest category throughout is DSL-recorded information (internal logging), alongside online safety, emotional wellbeing and family-related concerns. Lower level but important categories (e.g., neglect, mental health, domestic concerns) are present across all months, showing a broad range of need rather than a single dominant issue. Multi-agency activity is evident through social care meetings and strategy meetings, indicating appropriate escalation where required. - Safeguarding outcomes: No concerns at this current time, lower level of concerns appears to have dropped at the moment	

13.	Health & Safety: a) Issues or concerns: Lock down alarm is still being research b) Premises update: Forest School Development Following the May half term, initial strategic discussions will begin with the school's newly appointed Learning Mentor regarding the development of a Forest School provision on site. This forms part of the school's wider commitment to enhancing pupil wellbeing, engagement and enrichment through outdoor learning opportunities. What is Forest School Provision? Forest School is a nationally recognised approach to outdoor education which provides pupils with regular, structured opportunities to learn in a natural environment. It is underpinned by principles of: • Child-led, exploratory learning • Development of resilience, independence and confidence • Promotion of physical and emotional wellbeing • Opportunities for risk assessment and problem-solving in a managed environment Sessions typically involve a range of practical, hands-on activities such as den building, supervised use of tools, fire lighting, nature-based crafts and environmental exploration. This approach is widely recognised for its positive impact on pupils' social development, emotional regulation and engagement. Proposed Development and Funding Priorities As part of the initial scoping work, several key development priorities have been identified. Funding will be sought, where appropriate, to support the creation of a high-quality and sustainable provision. Likely areas of investment include: • Site development and infrastructure - o Creation and maintenance of a dedicated outdoor learning space - o Seating areas (e.g., log circles, benches) - o Shelter structures or all-weather canopies - o Safe and secure storage facilities • Resources and equipment - o Age-appropriate tools for supervised use - o Fire safety equipment and designated fire pit area - o Outdoor learning materials (e.g., ropes, tarpaulins, den-building resources) - o Protective clothing (e.g., waterproofs, gloves) • Training and staffing - o Forest School leader training and accreditation - o Professional development for supporting staff - o Robust risk assessment and health and safety processes • Curriculum integration and sustainability - o Development of a structured programme linked to wellbeing and curriculum priorities	
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	o Use of provision to support targeted groups, including vulnerable pupils o Exploration of community links and partnerships Next Steps The initial phase will focus on feasibility, site planning and costings, followed by identification of funding opportunities and a phased implementation plan. Updates will be provided to governors as the project progresses, including any proposals requiring approval or financial commitment. Summary The introduction of a Forest School provision represents a significant opportunity to further strengthen the school's commitment to holistic education, enhancing curriculum breadth while supporting pupils' personal development and wellbeing. <i>Q: Governors asked I read about Forest School in your report what is happening with this?</i> Forest school has never been run at this school and as a school we have never looked at this as it would be in contention with the other school in the area; however, we have decided we need to have this within our school, and it is going to be a rolling area. The school have designated the area in front of year 2 mobiles The headteacher is hoping the Forest school will be up and running by September. <i>Q: Governors asked have you seen this work in other schools ie Brooklands?</i> Some of our children attended Forest school at Brooklands, however we felt this was not working with our children and therefore removed them. Kirsty who be the lead in Forest school realises the programme needs to be varied and needs to change week on week. HT has seen this work in a school in Canterbury where there is 95% PP Sturry more or less mirror STN and Forest School has worked well in their school and has contributed to improved behaviour. c) Review of Health & Safety and report on incidents recorded: H&S audit next week CR has advised that currently the caretaker is off long term sick and therefore she is not expecting the school to come out in the same position as last time. She will report back at the next meeting - ACTION Contractors in school over holiday unplugged the freezers, all food was rotten CR sent an email and the company have fully accepted responsibility and have reimbursed the school. The nest is completely finished. Pavilion is progressing and there will be a formal meeting between the Trust and the school on moving this project forward on Friday 5 June, with decisions around the awarding of a contract, for works to start as quickly as possible	
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	PM is aware of someone who is willing to donate d) Progress towards General Risk Assessment priorities:	
14.	Riskmate Risk Register - was done in April and this has not been updated since as it is still current will probably be reviewed in September. a) Update from Headteacher regarding Riskmate Register There have been no further updates since the last Headteacher's report, and the risk position remains unchanged. The school has, however, been contacted by the Trust to engage in further discussion around the risk provision and how it is operating in practice. This will provide an opportunity to review current systems, ensure alignment with Trust expectations, and consider any potential refinements. Governors will be updated following these discussions should there be any material change or further actions required. 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)  Aquila Privacy Notice for Suppliers of Good  Aquila Privacy Notice for Pupils.pdf  Aquila Privacy Notice for Parents and Carers  Aquila Privacy Notice for Parents Carers U •  Aquila Privacy Notice for Job Applicants.pdf  Aquila Privacy Notice for Governors Trust  Aquila Privacy Notice for Early Years.pdf  Parent Conduct Policy and docs.zip  Finance and Controls Policy v1.3 2026.docx  Data Protection Policy V1.2.doc  Complaints policy July 2025 v1.3.pdf  Aquila Privacy Notice for Visitors and Volun  Aquila Privacy Notice for the School Workfc School Based Policies: (Ratify) •	
17.	Any other business: Urgent Business to be notified to the Clerk and Chair in advance of the meeting •	
Other:		
18.	Confidentiality:	

	Governors to decide which items, if any, should be regarded as confidential and recorded within the confidential minutes for this meeting	
19.	Confirmation date of next meeting: 7th July 2026 – all day starting at 10am – food will provide and will be at the school	
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? The meeting focused on the implications of budget pressures and reductions to the Sport Premium funding, alongside the implementation of the Forest School programme and the Breakfast Club. Discussions considered how these initiatives could be delivered effectively within available resources while continuing to meet pupils' needs. Impact for pupils: The reduction in funding may limit some sports provision, resources, and enrichment opportunities. However, the introduction of the Forest School programme and Breakfast Club is expected to provide pupils with additional opportunities for outdoor learning, personal development, wellbeing, social interaction, and improved readiness to learn at the start of the school day. Careful planning will be required to minimise the impact of budget constraints and maintain positive outcomes for pupils. B) What was the key challenge facing the School/Trust during this discussion? The key challenge discussed was managing the financial pressures arising from budget constraints and the reduction in Sport Premium funding. The School/Trust must balance available resources while maintaining the quality of education, sporting opportunities, and wider enrichment activities for pupils, ensuring that any impact on pupil outcomes is minimised. C) What are the areas for celebration in this discussion The appointment of a new governor, strengthening the governing body and bringing additional skills, experience, and support to the school. The school's strong financial position, with a well-managed budget and excellent reserves, providing stability and helping to support future planning despite ongoing funding challenges. Closing Prayer	
Summary of Identified Actions		
Item	Action	Action owner
10	Emily to report on her monitoring visit and upload onto GH	EH
13	Report back on H&S audit	CR