MINUTES OF THE
Meeting of Black Firs Primary School
Local Governing Board (LGB)
Date: Thursday 2nd July 2026

Governors in attendance:	**Apologies:**
Shazma Mahmood-Shakoor (SM-S) Chair Jonathon Barlow-Bailey (JB-B) Cheryl Glover (CG) Rachael Nuttall (RN) Rob Sigley (RS) Kathryn Fowler (KF) Rupert Gorden (RG)	Emma Perriman-Rabone (EP-R) Vice Chair Josh Cammiss (JC) **Others in attendance:** Anna Jones (AJ) Headteacher (HT) Jen Harrison (JH) Deputy Head (DH) Sian Wilkinson (SW) Clerk

Part 1 – Meeting Minutes – Non-Confidential

ITEM NO.		ACTION
1.	**Welcome, Quoracy, Apologies and Declarations** The meeting commenced at 4:40 pm, with the Chair, SM-S, welcoming all attendees to LGB 4. Apologies for absence were received from EP-R and JC. There were no declarations of interest.	
2.	**Minutes of the last meeting and Matters Arising** • Minutes from the last LGB were approved – 21ST May 2026. • Matters Arising were reviewed and the following actions are now complete and can be closed: 101, 105, 108, 109, 111 The following actions were discussed: • **110:** HT will review the provision of academic support for parents through school-led workshops and the development of online resources to strengthen support for pupils at home – **HT to provide feedback at next LGB in new academic year, remains OPEN**	**ACTION HT**
3.	**Membership Update** a) EP-R term of office as appointed Governor is due to expire 31.08.26, this has been renewed and approved by the Trust board.	
	Quality of Education	
4.	**Inclusion Strategy** a) HT shared the TLP Inclusion Strategy presentation which was uploaded to Governor Hub prior to the meeting **Governor Question:** *What is the standard Ofsted inspection with regards to number of days/inspectors?* **Response:** *It will be a full inspection across 1-2 days with 4 inspectors.*	

5.	**Admissions & Pupil Numbers** Key highlights included within the HT report: • New reception intake for September 2026 – 47 pupils, 2 pupils with EHCP • New reception starters welcome evening planned for Thursday 7th June 2026 • Several settling sessions to aid transitions • 377 pupils enrolled within the school including pre-school and nursery The HT informed the LGB that the September 2026 intake is currently oversubscribed, with approval having been granted by the Local Authority to admit pupils above the school's Published Admission Number (PAN). The LGB was advised that, while several year groups are already operating above PAN, parents and carers retain the right to appeal admissions decisions. At the time of the meeting, four admissions appeals were under review. The Headteacher also highlighted that the admissions appeal process carries a financial cost for the school. Governors **praised** the admission numbers and popularity of the school in the local community. **Governor Question:** *Is the school's oversubscription position creating any health and safety concerns?* **Response:** *Capacity across the school is becoming increasingly tight; however, the Local Authority is fully aware of the available accommodation and classroom capacity within the school. It was confirmed that the current pupil numbers remain manageable and that there are options available to increase capacity should this become necessary in the future. At present, no significant health and safety concerns have been identified because of the school's oversubscription position.*	
6.	**Link Governor Monitoring** SM-S confirmed that the new link monitoring schedule is in place and operating effectively. They also reminded link governors to confirm any outstanding visit dates and to upload Records of Visit (ROVs) to Governor Hub once completed. • RN completed ROV • JB-B completed ROV for Maths, report to be added to GH. Enterprise ROV date to be confirmed/completed • KF completed science ROV	
	Personal Development	
7.	**Attendance** Key highlights included within the HT report: • Year to Date – 96.4% above national average 94.9% and local authority 95.5% • Attendance and monitoring visit from Cheshire East positive feedback regarding approach and support for families. • Attendance check by Emma Hooley for TLP took place 23.6.26 with JH plans for sharing monitoring of attendance and meetings to be held by class teachers and then phase leaders for September. This supports the RADY work completed by AM this year. HT highlighted areas for development regarding attendance:	

	• Attendance overall for school 96.4%, for statutory school age 96.1% • SEN pupils' attendance (56 pupils) 94.7% v 96.8% non-SEN • Disadvantaged pupils (22 pupils) 92% v 96.7% non-disadvantaged **Governor Question:** *Who is the dedicated attendance officer?* **Response:** *JH is conducting the attendance monitoring.*	
8.	**Rewards and Behaviour** The HT included the latest data on suspensions, exclusions, physical interventions and incidents within the HT report. **Governor Question:** *With increasing numbers of pupils being identified with SEND, what factors are contributing to this trend?* **Response:** *The rise in identified SEND needs is linked to stronger partnerships with early childhood services and a more proactive approach to early intervention and assessment. These measures enable needs to be recognised and diagnosed at an earlier stage, leading to increased identification and support for children with SEND.*	
9.	**Safeguarding** The HT confirmed that Safeguarding Supervision had taken place with Emma Hooley and reported that the feedback received was positive, school are reviewing single entry record from feedback. The HT also provided the LGB with a verbal update on the current safeguarding caseload within the school, outlining key themes and ongoing support arrangements for vulnerable pupils.	
10.	**Welfare and Wellbeing – Students** Key highlights included within the HT report: • A range of interventions and support continues to be offered, including ELSA, play therapy, family support, speech and language therapy, lunchtime club, and sports coaching. • AM continues to lead the RADY project, supporting staff in raising awareness of vulnerable pupils, with JH focusing on staff training and evaluating the impact of interventions. **Governor Question:** *Do pupils have structured homework?* **Response:** *The current expectation is for pupils to read at home at least three times per week. It was noted that many pupils participate in a range of extra-curricular activities, and some parents have raised concerns about balancing homework commitments alongside these activities. A few Year 5 parents have expressed an interest in more structured homework provision. This is an area that the school is willing to review, particularly in supporting older pupils as they prepare for the transition to secondary education.*	

11.	**Welfare and Wellbeing – Staff** Key highlights included within the HT report: The HT reported that staff have continued to face a challenging year, with significant disruption arising from ongoing building repair works that extended through to April/June 2026. In addition, staffing changes and periods of absence have continued to impact teaching provision, site management, and cleaning services across the school. The LGB was informed that the SBM post was successfully filled during Summer 1, with the postholder currently undertaking an induction programme supported by the Headteacher, Finance Officer, and HR team. It was also noted that the Family Support Worker/DDSL vacancy remains unfilled; however, arrangements have been made for Caroline Short to provide Family Support and DDSL cover for one day per week from September 2026. The HT further advised that JH continues to undertake an additional leadership day each week to provide support for safeguarding, attendance, and SEND responsibilities. Across all year groups, staff have experienced the impact of increasingly complex SEND needs and the introduction of the new safer eating requirements outlined within KCSIE 2025. These factors have resulted in reduced capacity for interventions and have required additional staffing support during lunchtime periods.	
	Local Matters & Stakeholder Engagement	
12.	**Policies** No new policies were provided for approval.	
13.	**Record of Visit** The HT informed the LGB that a Record of Visit (ROV) had been completed by Lise Houldsworth, Director of Primary, on 3 June 2026. The visit focused on reviewing attendance, evaluating progress against the SEF and SIP, and supporting the school's preparations for Ofsted. The Headteacher confirmed that the ROV had been uploaded to GH in advance of the meeting for governors' information and reference.	
14.	**Stakeholder Engagement – Parents / Carers** Key highlights included within the HT report: • Superhero and Princess Day – 22nd May 2026 raising over £2,000.00 for Joshua Tree Children's Cancer Charity • Library trips • Friday wellbeing walks for all year groups • Padel taster sessions for Yr 5 & 6 • Tournaments in football, cricket, hockey, athletics, dance and gymnastics • Annual Scholastic book fair • The school is hosting a student from Pettypool College, who is undertaking an apprenticeship in catering and hospitality.	
15.	**Stakeholder Engagement – Wider Community** Key highlights included within the HT report: • TLP AmaSing event at Crewe Lyceum • TLP Debatemate	

	• Art week • RE exhibition workshop – 30 Yr 3 pupils attended • Houses of Parliament visit – 6 pupils from Yr 5 & 6	
16.	**Communication – to Trust** No communication to the Trust confirmed.	
17.	**Communication – from Trust** The Clerk **advised** that further development was required in a number of these areas and therefore shared details of relevant National Governance Association (NGA) online training courses to support Governors in strengthening their knowledge and understanding. These recommendations were aligned to the needs identified through the Skills Audit and are intended to support continued Governor effectiveness: **Governance Experience** Training: Understanding the expectations of governance in your setting | National Governance Association **Chair Experience** Training: Taking the chair | National Governance Association **Panel Experience** Training: How to: review suspensions and exclusions | National Governance Association Training: How to: run an effective complaints review panel | National Governance Association	
18.	**AOB** No AOB was declared.	`

Meeting closed 18:33pm

These minutes were co-created with copilot AI