COPMANTHORPE PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON Monday 22nd June 2026 AT 6pm in school

APPROVED 30-09-2026

Present:
Luke Dancer (Headteacher)
Menna Godfrey (Chair)
Emily Buchanan (Vice-Chair)
Helen Liddle
Olya Purikova
Jake Steeper (until 7.22pm)
Paula Piercy
Sarah Gailes
Alison Wood

In Attendance: Claire Cutler-Casey (Clerk)

		ACTION
1.	**Welcome, Apologies for Absence, Statements of Consent, and Declarations of Interest** The Chair welcomed everyone to the meeting. Apologies for absence, with consent, were received from Chris Steward. There were no declarations of interest.	
2.	**Agree the Business of the Meeting** The Governors agreed the business of the meeting.	
3.	**Agree the minutes of the previous meeting – 11th May 2026** ***The minutes of the meeting held on 11th May 2026 were taken to be a true and accurate record and were duly approved.***	
4.	**Actions from the Previous Meeting**	

	Action	Who	Outcome
1	STANDING ACTION: Arrange, undertake and record link Governor engagement	All Link Governors	Summer Term

2	STANDING ACTION: Save copies of all training certificates in folder H. 'Governor training' in the shared drive.	All	Summer Term
3	Write and circulate a newsletter to update Staff on proposed Link Governors visits	Chair	C/F to before end of term
4	Send a letter of thanks to the SBM for the work on the budget.	Chair	Complete
5	Please complete the online skills audit by May half term	ALL	Complete
6	Send the Clerk the KCSiE checklist and the details of the Governor 'Vision & Value' strategic vision and reviewing/measuring impact training undertaken with CYC.	HT	Complete
7	Consolidate recent training for update to the tracker and identify gaps. Allocate to Governors to address gaps and tie in with the skills audit.	Chair/Vice-Chair	See agenda item 10 below
8	Update the training tracker and send to Chair and Vice-Chair	Clerk	Complete
9	Create a working party work plan, arrange meetings and invite any governors to attend who would like to get involved.	CS, HL & HT	Actioned
10	Check the most suitable evening for FGB meetings in 2026/27 with the other governors and update the clerk.	Chair	Complete

5. **Matters arising which will be addressed elsewhere within the agenda**

There were no matters arising.

6. **Headteacher's Report** - *for information (previously distributed)*

6.1 Headteacher's Report
6.11 Parent Survey
6.12 KS2 Lunch time survey results
6.13 Official Sensitive Primary School attendance similar schools

Governors noted the report.

The Headteacher highlighted contextual information that pupil numbers were stable around 275 pupils, with few leavers or in-year admissions. There was no impact from the new housing developments. Attendance compared favourably to the national average and attendance of pupils receiving Free School Meals (FSM) increased by 3.7%. The Headteacher advised City of York Council (CYC) had rag-rated Copmanthorpe Primary 'red' for FSM and the pupil case studies demonstrated a good knowledge of each child, their barriers to attendance and the services and interventions they were being offered. In response to a question the Headteacher confirmed a child with a severe medical condition would be classed as absent and would impact the attendance statistics. The Headteacher felt the attendance comparison was not against schools comparable to Copmanthorpe

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Primary and believed deprivation may be the comparison point as the other schools were not comparable in size or level of need. It was important to aspire to pre-pandemic attendance levels. **A Governor asked if the school would achieve the increased attendance suggested in the guidelines. The Headteacher didn't think so as there were many variables involved.** The Chair emphasised the impact of the reduced roll on the statistics, as each individual represented a larger fraction of the total number.

A Governor asked if more children with Special Educational Needs and Disabilities (SEND) were joining the school than leaving. The Headteacher confirmed there were 60 fewer children in school and more Education, Health and Care Plans (EHCPs).

The Headteacher advised interventions worked more reliably with less complex cases and school would continue to challenge and intervene where and how possible, with multiple and varied interventions. Case studies and contextual narratives were important, and Governors were encouraged to be aware of this for Office for Standards in Education, Children's Services and Skills (Ofsted) and other inspections, to demonstrate Governors understood how families were supported and what interventions were offered. Discussion with CYC confirmed they had no other ideas of what to offer to improve attendance.

The parents survey contained many positive responses. Improved communication was required, and an adjustment of the communication culture was required to ensure people were aware of how to access information and how to communicate who Copmanthorpe Primary was as an organisation. The Headteacher received positive feedback on an email sharing key dates for each term which would continue.

A Governor asked how the school was adjusting to the move to ARBOR. The Headteacher advised this would escalate after September and would reduce need for the school app as all payments would be handled through ARBOR. This would simplify processes, and the long-term plan was to rely solely on ARBOR.

Curriculum leadership roles and the phonics leadership would change. Copmanthorpe Primary would move into the Little Wandle phonics programme.

One staff member was on maternity leave, and two plans were suggested. The Headteacher hoped Plan A would be the working model.

A school admin resigned which enabled alteration of the existing recruitment adverts to a full-time position, to which a person was recruited and was awaiting confirmation of the employment checks. A Governor joined the teaching support staff interviews which achieved a successful appointment.

In response to a question the Governor reported the interviews were well managed and interesting. Three candidates were shortlisted and two attended interview, for a specialist role with very specific hours.

The Staff governor commented that lunchtime was improving every day. The routines were improved and ran well. **A Governor asked about the quality of the food. The Headteacher advised this was improved but the cook had a new job. The Headteacher believed the caterers had recruited a replacement internally and hoped this would not be detrimental impact the food quality.**
Safeguarding update

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	The Headteacher advised the number of reports decreased significantly, from 115 to 43 and was unsure of the reason. The reporting period was shorter and the Headteacher would continue to monitor incident reports. The number of active cases was stable. There were less referrals on all levels which may reflect the current safeguarding headlines. One pupil accessed a reduced timetable and had been for one year; this period was appropriate for the child and their situation. The formal monitoring visits for Key Stage Two (KS2) Standard Assessment Tests (SATs) and phonics were very thorough. Governors thanked the Headteacher for the comprehensive report.	
7.	**Strategic Updates** ● **Review of School Development Plan (SDP) and Self Evaluation Framework (SEF)** The Headteacher advised there were nominal updates to the SDP, and many priorities were awaiting end of year data. Priorities One and Two would be reviewed in Autumn. Priorities Three and Four would be finalised at the end of the Summer term. SATs results would be available on 8th July 2026 and would be finalised at the end of November 2026. The Headteacher anticipated good results. There were no updates to the SEF. A long term, more robust SEF would be created once the SDP was consolidated. The Chair referred to the recent vision meeting and emphasised the strategic impact of succession planning to ensure the Governing board maintained their strategic role direction. The role of Chair and Vice Chair would continue driving this forward. It was important to progress these roles to new people and the Chair was dedicated to empowering every Governor to take ownership of their roles and challenge themselves with new learning and involvement, to demonstrate continuity and proactivity to Ofsted. The Chair reminded Governors that the Chair and Vice Chair were elected and appointed at the first meeting of the academic year and encouraged Governors to consider if they might fulfil either of those roles. CYC was aware of the skills gaps Copmanthorpe Primary would like to fill. The Headteacher found the vision session very productive and valuable for the cohesion of the Governing board. The Vice-Chair shared a vision session update and confirmed the key messages identified included aligning around shared ethos and aims, clear actions and defined ownership to strengthen impact and visibility. Distributing the workload and engagement in communications with the local community. The Governing board sought to solidify a culture of trust, transparency and confident contributions to empower collective operations. If Governors had preferences to be Links for certain areas please advise the Vice-Chair, otherwise links will be allocated. Link Governors will be tasked with associated actions. **ACTION: Email the Vice-Chair to advise if you would prefer a specific link Governor role.**	**All**

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	The main themes from the vision session were visibility, accountability and ownership, distributed leadership, communication, succession planning and mentoring. The Chair advised one suggestion included extending the length of FGB meetings to enable space/time for broader discussions, to spend 30 minutes pre or post meetings on an informal discussion and update and asked if Governors would support that. The Headteacher advised this would improve relationships. Following a discussion, it was suggested this may be added to some, but not all FGB meetings and other meeting options may be secured during the year. The Chair and the Headteacher would plan dates and create a schedule including dates for link governor visits.	
8.	**Finance updates – Headteacher and Sarah Gailes** The Headteacher advised the cancellation of Sports Premium Funding from January 2027 was announced in May 2026 which would reduce income in the school budget by £20k-£30k. A replacement scheme had been mooted but not officially advised. £6k would be received in the Autumn term and the timing was frustrating as Start Budgets were agreed and submitted. The Headteacher was unable to commit to sporting events and competitions as there was no money to fund coaches and staff cover. Total Sports cancelled the holiday club at Copmanthorpe Primary. The Vice-Chair asked if the loss of the funding would impact pay for one of the TAs. The Headteacher advised it may have an impact, and all costs would be reviewed. The monitoring report was received from Arran Brown, School Business Officer (SBO) and shared in the meeting folder. The Headteacher suggested the budget may not have included the full Sport Premium amount and suggested waiting for the follow up as there was little of value in the monitoring report. The Headteacher advised the changes to pension contributions would not represent a saving for schools. The Headteacher advised CYC was in consultation with unions regarding reducing TA3 contracts from 52-week contracts to term time only. It was suggested this could be mitigated by paying TA3s as TA4s which would impact the school budget ahead of the predicted budget timelines. CYC was the last authority to make this change. The Headteacher was concerned TAs could leave due to reduced wages. The union would ballot their members and this may involve a strike. **A Governor asked for an update on the school Wi-Fi. The Headteacher confirmed this would be resolved over the summer holidays. The contract price reduced from £14k to £10k. The telephone switchboard required upgrading and CYC would not support this cost.**	
9.	**Safeguarding** - *for information – Emily Buchanan (Vice-Chair & Safeguarding Link Governor)* The Vice-Chair referred to the visit report of the Safeguarding Link Governor visit in June where she met with the Headteacher and discussed attendance as a Safeguarding priority, the impact of interventions and the new absence tracking and monitoring system. A deep dive would be done on the safer recruitment processes; this would align with Single Central Record (SCR) check. Safeguarding training for the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead were being tracked. The Vice-Chair would like to link in with the safety of the site working party.	

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	In response to a question the Headteacher advised a child had failed to enter the building and the Headteacher left the premises to find them and bring them in. The Staff Governor advised safeguarding had improved since they joined the school and school felt very safe.	
10.	**Governance Matters** ● Link Governor reports ○ The Safeguarding report was covered in item 9 ○ SEND Link Governor Visit The Chair and another Governor with the Special Educational Needs Coordinator (SENDCo) and reviewed the previous SEND report. They discussed challenges with TA changes, the volume of need within school and the number of children on the SEND register. Ongoing concerns were expressed regarding reduced progression within the SEND cohort, due to send needs, attendance needs and the lack of opportunities to do all the interventions the school would wish. Governors noted attendance often included an emotional barrier to overcome. The Headteacher advised there was significant support in school for sports day, and the Vice-Chair commented about the impressive level of support and inclusion. **A Governor asked if attendance was good for sports day. The Headteacher believed so, but some children struggled with sports day.** Some children were involved in other aspects, not just sport and the day was successful on many fronts. The Chair hoped class link Governor visits would demonstrate more of this qualitative evidence of the heart of Copmanthorpe. ○ SATs Assessment visit - Paula Piercy – 13th May 2026. The Governor attended site and witnessed the work involved, including the pre and post admin, and the resources required. All ran smoothly. Instructions were shared clearly and consistently with all children. The Governor was impressed. Victoria Burn, CYC inclusion adviser also attended for a SATs monitoring visit, and she was impressed. All information was well presented and well administered with resources and access arrangements covered. Governors noted the smooth running would make SATs easier for the children. ● *Governor Terms of Office coming to an end* ○ Jake Steeper (Parent Governor) 2nd January 2027 – A Parent election would be run in the Autum term. ○ Menna Godfrey (Co-opted Governor) 24th April 2027. Menna Godfrey agreed to be co-opted for a further year this would be actioned at the FGB meeting on 28th April 2027. ○ Emily Buchanan & Helen Liddle would be co-opted at the FGB meeting on 30th September 2026. ● Update on Governor recruitment ○ A Parent Governor Election was run and received one nominee who would join the governing body in September 2026. **In response to a question the Headteacher advised another parent election would run in the Autumn.** **ACTION: Share update on the outcome of the parent governor election**.	***HT***

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	The Clerk asked Governors to email the names and email address for the Corporate Social Responsibility contact at their place of work, if they had one, so Debra Wilcock could contact them to promote opportunities within school governorship. The Headteacher suggested reaching out for a person who would take the role of Chair. ● Academisation (Standing item) ○ The Academisation working party had not met ● Feedback from Governor Conference (18th June 2026) no Governors attended. ● Training Tracker (Updated) The Chair advised the training tracker highlighted training gaps and confirmed GDPR and Cyber security training would move into priority one. The Cyber Security Training was easy to access, however the GDPR training was from the Information Commissioners office, was clearly written for their staff and contained 13 modules. The Chair suggested the NGA GDPR course was more accessible and suggested Governors completed this. The Chair advised Ofsted were reviewing Governor training at inspections and emphasised the quality of the training offered and encouraged Governors to undertake link governor training. The Clerk advised how the Skills audit and training tracker could be used together to identify skills gaps and training opportunities to resolve those. **ACTION: Complete Priority Two Link Governor training before next FGB.** The Chair advised all governance training communications now came via the Online Governance Platform (OGP) and asked all Governors to complete the IDSR training before the next FGB **ACTION: Complete IDSR training before next FGB** For Governor training please visit *https://governanceservice.york.gov.uk/* The Headteacher shared the IDSR summary in January and would send a link to primary school one. **ACTION: Share link to Primary School IDSR.** A Governor suggested creating a Governor template with a picture, a short biography and actions for each Governor to improve visibility and accountability. **ACTION: Create a Governor template with a picture, a short biography and actions for each Governor to improve visibility and accountability** **A Governor asked how to access the IDSR portal. The Headteacher confirmed the log in details were in the shared drive.** ● Letters and actions taken The Chair received a request to review a suspension. A meeting was arranged which the parent cancelled. The meeting would be rescheduled. Interventions and support were well documented and suitable evidence was supplied. Whilst there was no statutory obligation to undertake a review the Chair hoped this would build a better relationship with the family, improve attendance and provide a learning opportunity. **A Governor asked what the parent hoped to achieve through the review. The Chair advised the parent suggested there were other things that could have been done before suspension.**	***All*** ***All*** ***HT*** ***HL***

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	● Annual review of the impact of the governing body. Summary of SWOT analysis from meeting/discussion. This item was deferred to the next FGB meeting. ● Review impact of link roles and agree link roles for the coming year. This item was deferred to the next FGB meeting. ● Skills audit update. See training discussion above.	
11.	**Minutes and Updates from sub-Committees and Working Groups** ● **Curriculum and Pupils:** *(previously distributed)* Governors noted the minutes. The Chair advised the system for asking questions in advance of meetings was working well.	
12.	**Policies** - *for approval: (previously distributed)* **Policies reviewed by Curriculum working party** The Chair advised the policies were reviewed and recommended for approval. 12.1 PSHE/RSE Policy 12.2 Designated teacher for looked after children policy 12.3 Prevent strategy **RESOLVED: Governors approved the policies** **Policies for review by FGB:** 12.4 Staff code of conduct 12.5 Complaints policy 12.6 Feedback on the Invacuation policy approval – Safeguarding Governor. The Vice-Chair advised this was thorough and recommended it for approval. **RESOLVED: Governors approved the policies**	
13.	**Any Other Business** *(previously notified) This can be removed.* There were no items of any other business.	
14.	**Confidentiality** There were no items of a confidential nature.	
15.	**Date of next meeting** **Wednesdays all at 6.00pm in school** FGB (1) 30th September 2026 – Helen Liddle and Emily Buchanan sent apologies (2) 9th December 2026 (3) 20th January 2027 (4) 28th April 2027 (5) 30th June 2027 Pay (6.00pm) 14th October 2026	

The meeting closed at 8.02pm.

Minutes were approved by the Full Governing Body at the meeting on Wednesday 30th September 2026.

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Actions from the Full Governing Body meeting held on Monday 22nd June 2026

	Action	Item	Who	When
1	STANDING ACTION: Arrange, undertake and record link Governor engagement.	4.1	All Link Governors	Autumn Term
2	STANDING ACTION: Save copies of all training certificates in folder H. 'Governor training' in the shared drive.	4.2	All	Autumn Term
3	Write and circulate a newsletter to update Staff on proposed Link Governors visits.	4.3	Chair	17th July 2026
4	Email the Vice-Chair to advise if you would prefer a specific link Governor role.	7	All	6th July 2026
5	Share update on the outcome of the parent governor election.	10	HT	17th July 2026
6	Complete Priority Two Link Governor training before next FGB.	10	All	30th September 2026
7	Complete IDSR training before next FGB.	10	All	30th September 2026
8	Share link to Primary School IDSR.	10	HT	30th September 2026
9	Create a Governor template with a picture, a short biography and actions for each Governor to improve visibility and accountability	10	HL	30th September 2026

Items for next FGB:

- Annual review of the impact of the governing body. Summary of SWOT analysis from meeting/discussion
- Review impact of link roles and agree link roles for the coming year

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