

**AUTUMN TERM 2025-26**

**MINUTES** of the meeting of the Governors of **Farnham Common Village School (FCVS)** held at the School and on Teams on **Wednesday 19<sup>th</sup> November 2025** at 6pm

**PRESENT:** Valerie Harffey (VH) – **Chair**  
David Masters (DM) – **Head**  
Juliet Wright (JW)  
Aman Kohli (AK) – **Vice Chair**  
Lyndsey Marshall (LM)  
Kate Churchouse (KC)  
Jane Hurst (JH)  
Luke Carter (LC)  
Nicholas Jarrett (NJ)

**IN ATTENDANCE:** Paul Treadwell (PT) – Clerk –via  
Zoom  
Michael Adigun (MA)

**ABSENT:** Jag Lall (JL) Apologies received and accepted  
Laura Jordan (LJ) Apologies received and accepted

NB. Governors' questions and/or comments are highlighted in *underlined italics* throughout these minutes.

	<b>ACTION</b>
<p><b>1 WELCOME AND APOLOGIES &amp; GOVERNOR APPOINTMENTS</b></p> <p><u>VH in the Chair</u></p> <p>All were welcomed to this <b>Autumn Term</b> 2025-26 FGB Meeting.</p> <p>It was noted that Chris (Kit) Lewis (KL) had stepped down from the Governing Board.</p> <p>MA was formally welcomed and elected as a new governor.</p> <p>VH commented:</p> <p><i>This is my last meeting as the Chair and as a governor. I will step down soon. I did intend to step down last term. In my Report on item</i></p>	

*7, I will detail my conversations with the LA regarding governance. I am aware that I have no successor and nobody is willing to be the new Chair.*

VH was thanked for her tenure as the Chair.

*AK has indicated he will stay on as the Vice Chair.*

**AK was elected to be the Vice Chair on a one year term.**

*We do need to elect an interim Safeguarding Governor tonight as well as SEND and H & S Governors.*

- **LM was elected to be the interim Safeguarding Governor.**
- **NJ was elected to be the SEND Governor**
- **KC was elected to be the H & S Governor**

Governor Hub was updated with the above.

***All other roles and job descriptions can be reviewed via NGA or the BEP Knowledge page and we will elect those at the next FGB meeting.***

All

## **2 NOTIFICATION OF ANY OTHER URGENT BUSINESS**

No items were tabled for discussion under Any Other Urgent Business.

## **3 DECLARATIONS OF INTEREST**

The following interests in items covered at this meeting were declared:

- VH is a governor at Ryvers School in Slough.

## **4 MINUTES AND MATTERS ARISING**

### **4.1 MINUTES**

The Minutes of the meeting held on **25 June 2025**, having been circulated, were confirmed (after a few minor changes) as an accurate record.

The **Chair would mark the minutes as signed on Governor Hub.**

Chair

**ACTION**

A signed copy of the minutes would be made available in school and/or on the school website.

**Headteacher**

**4.2 MATTERS ARISING**

There were no outstanding matters arising from the minutes.

**5 PROCEDURAL ITEMS INCLUDING ANNUAL REVIEWS AND CONFIRMATIONS**

**STANDING ORDERS  
TERMS OF REFERENCE  
GB CODE OF CONDUCT  
DECLARATIONS OF INTEREST/LOYALTY  
KCSIE 2025**

The above were noted and **approved** by the Governing Board.

**GIAS**

The **GIAS will be checked and updated.**

**Head**

**6 STRATEGIC MANAGEMENT**

**6.1 AUTUMN TERM REPORT OF THE HEADTEACHER AND GOVERNORS' QUESTIONS**

The Report of the Headteacher, having been circulated on Governor Hub, was received by governors.

The following matters arose from a discussion and scrutiny of the report and information circulated:

**Early Years**

*Reception Class have just completed their end of year data with **79% of the cohort reaching Good Level of Development**, exceeding last years national average which was 67%. This is really positive particularly considering that there are 4 high needs SEN children in this cohort. Last years GLD was 59% so a big increase from this as well.*

***Phonics has been very successful** (remember this was an Ofsted action) in both Nursery and Reception. General feedback from the*

teachers is very positive and they have really enjoyed teaching the scheme so far. In Nursery many of the children are able to orally segment and blend words which will give them a great starting point for Reception. We have been working with Andrew Kahn on this and had meetings with RIG (Rapid Improvement Group) and we have noted the Side by Side Reports. This rapid progress in phonics outcomes has been noted.

In Reception, all children (excluding some high SEN need children) are able to blend words and are joining in well with daily Phonics lessons. **88% have reached the Early Learning Goal for Word Reading.**

Nursery numbers are really good for next year with most morning sessions having around 26 children booked in and afternoons around 21 children. We are still getting a few enquiries for additional spaces and will continue to accept new children.

**Reception numbers for next year are less high**, we currently have 44 children on our list for September. This year in Reception we have 38 out of a PAN of 60. This does have a financial impact. We have completed Open Days and increased our profile.

From our meetings with the EY LA Team, we are proposing an option of having a **R1 cohort of 3 classes** (combining Reception and Year 1). We see this as an exciting plan. We will rename the 3 classes in January. It will also allow us to utilise our resources (teaching and learning) more effectively. It also allows more Forest School capacity for the children. The curriculum will be mapped out for the year. We are planning our communications about us to the parents. It will involve written communication as well as personal meetings and open mornings explaining our thoughts about the proposal.

Q: What will happen in the future?

A: We have discussed this scenario. We can repeat the proposal next year or we can look at a combined Year 1/2 mix or we react to any increase in admission numbers. We will review the situation at Easter.

Governors noted the EY proposal.

### **Teaching and Learning**

At the Infants our **main focus for the year has been the teaching of phonics and early reading**, due to a significant drop in outcomes over the last 2 years. We are very pleased with the way this has gone. The teachers have really embraced it, the children have

*responded very well and the outcomes have exceeded expectations particularly considering we have only been using the new scheme since January. We have also been looking at Math's and the calculations policy.*

*At the Juniors we have been working on **Oracy skills** as part of our Liaison group project. This has been received well and we are looking to develop this even more next year. We have also worked on grammar as this was highlighted in last years SAT's results as low.*

### **NOR**

*We have had some mobility. We now have 168 in Infants and 231 in Juniors.*

### **Attendance**

*We continue, under our new Attendance Policy, to work robustly with all of these families to stress the importance of full school attendance. We will continue to monitor this situation and we use home visits and a follow up system as part of our robust practices.*

***We are at 95.9% for the Infant School and 95.3 for the Juniors** although work with our PPG cohort (lower attendance results at 89.9 to 92.7%) up slightly since the Summer Term) continues.*

The Head was thanked for the thorough Report and for the above highlights.

### **6.2/ SEF/SDP**

#### **6.3**

*Both documents (V2) are on Governor Hub.*

*We are continuing to align our strategy and to use these two documents which are in line with the new Ofsted Framework.*

### **6.4 BUDGET MONITORING/FINANCIAL ANALYSIS**

*As discussed at our May FGB meeting, we have made considerable savings and have reduced some of the deficit although challenges in future years do exist.*

*Our conversations with the Bucks County Team on our budget continue but we need more guidance and assistance.*

*The latest Budget documents have just been added to Governor Hub for governors to review over the coming days.*

## **7 DELEGATED REPORTS: COMMITTEES**

### **7.1 Resources Committee (RC)**

Governors noted that the RC had met on 250925.

### **7.2 Education Committee**

Governors noted the Education Committee had met on 061025.

### **7.3 Pay Review Committee (PRC)/HTPM Committee**

No meetings held.

**HTPM Meeting scheduled for 101225.**

## **8 DELEGATED REPORTS: GOVERNORS**

### **8.1 REPORT OF THE CHAIRS**

The Chair had not taken any action under emergency or delegated powers.

*I have had conversations with the LA regarding the budget and governance. Nobody has stepped forward to be the new chair. I have suggested to Bucks Council that they need to bring someone in to be the new permanent Chair. I await a response on this. In the meantime for future meetings, a Meeting Chair will run the FGB meetings.*

*Regarding the Budget, we do need to have further guidance from the LA. Do we need to have a full structural review? Do we reduce our PAN? Do we move to just one site?*

*We need further advice and assistance on these questions.*

### **8.2 REPORT OF THE SAFEGUARDING GOVERNOR**

The Head confirmed that the **Single Central Record** was up to date and that a **further check will be completed by the end of this term.**

**The Annual Safeguarding Return had also been completed and submitted.**

See the note above regarding the new Safeguarding Governor.

### 8.3 REPORT OF THE SEND GOVERNOR

The SEND governor reported that:

Governors noted that all mainstream schools have a duty to produce a SEND Annual Information Report: a retrospective account of the SEND provision that has been delivered over the last academic year.

The latest **SEND Annual Information Report (Sept 2025) is published on the school's website as required.**

*We have 27 (Juniors) and 19 (Infants) on SEN Support Plans with 12 EHCP and another 3 in process across the 2 schools.*

### 8.4 REPORT OF THE DEVELOPMENT GOVERNOR

The Development Governor confirmed that *resources and training provision were available to the Governing Board for the academic year 2025/26.*

### 8.5 REPORT OF THE PPG GOVERNOR

It was noted that the **PPG Strategy & Impact Report** will be **published on the school website by 311225.**

We have **31 PPG children across the 2 schools with over £78K of PPG funding.**

Head

### 8.6 REPORT OF THE PE AND SPORTS PREMIUM GOVERNOR

It was noted that the **PESP Report** had been **published on the school website by 300925.**

### 8.7 GOVERNOR VISITS/REPORTS

It was noted that visits/reports will be completed this term in PPG/Safeguarding and H & S.

## 9 NEW BUSINESS

The following was noted:

**DfE Guidance: Maintained Schools guide**

<p>Governors noted this latest guidance.</p>	<p><b>ACTION</b></p>
<p><b>DfE GUIDANCE: Policy Paper.</b> Give every child the best start in Life.</p>	
<p>Governors noted this paper.</p>	
<p><b>Martyns Law: Protect Duty</b></p>	
<p><b><u>Action:</u> KC to review this guidance.</b></p>	<p><b>KC</b></p>
<p><b>10 RECURRING ITEMS</b></p>	
<p><b>10.1 POLICIES</b></p>	
<p><i>A number of Policies (see Policy Batch on the Meeting folder) were approved including Child Protection/Safeguarding.</i></p>	
<p><b>10.2 SCHOOL WEBSITE</b></p>	
<p>A check will be completed.</p>	<p><b>Head</b></p>
<p><b>10.3 INSET DATES 2026-27</b></p>	
<p><b><u>Action:</u> The Head to confirm 2026-27 Inset Days.</b></p>	<p><b>Head</b></p>
<p><b>11 DATES AND TIMES OF FUTURE MEETINGS</b></p>	
<p>Dates and times of <b>future FGB meetings:</b></p>	
<ul style="list-style-type: none"> <li>• <b>4<sup>th</sup> February 2026.</b></li> </ul>	<p><b>All</b></p>
<p><b>12 ANY OTHER URGENT BUSINESS</b></p>	
<ul style="list-style-type: none"> <li>• None.</li> </ul>	
<p><b>13 CONDUCT OF MEETING</b></p>	
<p>Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes <b>(with the exception of any Restricted Confidential Minutes).</b></p>	

The meeting closed at 7.50pm

Signed ..... Date .....  
CHAIR

**PART II – CONFIDENTIAL MINUTES:**

**NONE**

**CIRCULATION LIST: ALL GOVERNORS**

Confidential MINUTES of the meeting of the Governors of <> School / Academy held at the School / Academy / Via <named platform> on <> 2024 at <> am / pm.

NONE

**ACTION**

Signed ..... Date .....

CHAIR

