



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY MEETING

Held on Thursday 10th July 2025 at 5.30pm in Cowes (off site)

Attendance:	
Alex Osborne (AO)	Sandra Klemmt (SK)
John Cross (JC)	Sue Cox (SC) Chair of Governors
Katie Flood (KF)	Stephanie Praetig (SP) Headteacher
Rachael Groves (RG)	
Also Present: Donna Robinson (DR) School Business Manager, Tim Walters (TW) Leadership and Learning Partner and Tina Jarvis (TJ) Clerk.	
Apologies: None	

Attachments issued before the meeting and pre meeting questions are on page two.		
1	<u>Welcome and Apologies</u> SC welcomed everyone to the final meeting.	
2	<u>Pecuniary & Business Interests</u> JC reminded Governors that he had audited the School Fund, which will be covered under Item 4.	
3	<u>Minutes of Previous Meetings & Action Points</u> The minutes of the meeting held on 15.05.2025 had been distributed before the meeting. The minutes were agreed and were delivered to the Chair for signing. Action Points; 141124/2 - Governors to complete forms for Autumn term monitoring visits and send to the Clerk. A number of forms had been received since the last meeting. Item Closed. 270325/1 - A letter of complaint to the Local Authority to be drafted and circulated to Governors. It had been agreed the letter would be sent at an appropriate time. Completed. Item Closed. 150525/1 - The updated SDP to be sent to Governors. Completed. Item Closed.	
4	<u>Business Manager's Finance Report including school fund audit</u> Copies of the confidential FGB report and associated papers were circulated before the meeting. It was noted that the page numbering on the school fund accounts needed changing. A number of pre-meeting questions had been raised and had been answered by the School Business Manager and circulated to Governors. The Governing Body approved the school fund accounts for the year ended 31 March 2025. Governors thanked DR for her work both on the budget and on all other activities.	
5	<u>Head Teachers End of Year report including results data</u> The written report together with results and attendance data had been circulated before the meeting.	
6	<u>Monitoring Update</u> The list of forms received since the last meeting had been issued before the meeting along with the list of open actions. It was agreed that all open actions should be closed.	
7	<u>Any Other Business</u> SP thanked all staff for their work during the year and the wonderful results. SP thanked the Governors for their work and support.	

	As this was the final meeting it was agreed the minutes will be circulated to all governors for comment and will then be signed by SC on behalf of the Governing Body.	
Meeting Ended at 5.45pm		

Attachments for FGB 10.07.2025

The following documents were available prior to the meeting;

1	3.0 CONFIDENTIAL Draft minutes of FGB 25.05.25
2	4.0 CONFIDENTIAL SBM report for FGB July 2025
3	4.0a Monitoring Statement June 2025
4	4.0b Income by CFR June 2025
5	4.0c Expenditure by CFR June 2025
6	4.0d Budget v Actuals June 2025
7	4.1 CONFIDENTIAL School Fund accounts to 31 March 2025
8	4.1a CONFIDENTIAL School Fund questions
9	5.0 CONFIDENTIAL Headteacher's report July 2025
10	5.1 Attendance report July 2025
11	5.1a DfE attendance report June 2025
12	5.2 All results July 2025
13	5.3 CONFIDENTIAL attainment and progress by year July 2025
14	6.0 CONFIDENTIAL Monitoring forms since last FGB
15	6.1 Open monitoring actions

Pre-meeting questions for FGB 10.07.2025

Agenda item	Question	Response	Responder
General – school closure	In the SBM report, it says we will handover the site to the Council on 8 August 2025. Do we have it in writing that the Council will take full responsibility from a specific time on that day?	Yes, the decant list specifies the date and time.	DR
General – school closure	Will we take final gas and electricity meter readings shortly before handing the site over? I know that the Council will have to pay the bill in any event but it might reduce the risk about us being asked about things that happened after we left the site.	No, the LA are taking the meter readings, we can arrange to take photos and these can be emailed to the LA as evidence.	DR
General – school closure	Do we need to set up a redirect for postal mail e.g. to County Hall?	Already done from 25/7/2025.	DR
General – school closure	Is there anything we want to offer to local museums or archives e.g. school trophies, very old photos?	Trophies are being handed to current year winners. Old photos/legacy items the LA have requested we box and will go to archive.	DR
General – school closure	Do we need to deregister with the ICO and/or notify Ofsted or any other regulators?	Ofsted/DfE have already been notified by the LA and the closure date is noted on the 'Get Information About Schools DfE website. The ICO were advised when we renewed our annual subscription in May 2025.	DR

Signature:

Position: Chair of Governors

Name: Sue Cox

Date: 21st July 2025