



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY MEETING

Held on Thursday 15th May 2025 at 4.15pm in school

Attendance:	
Alex Osborne (AO) Acting Chair	Rachael Groves (RG)
John Cross (JC)	Sandra Klembt (SK)
Katie Flood (KF)	Stephanie Praetig (SP) Headteacher
Also Present: Donna Robinson (DR) School Business Manager and Tina Jarvis (TJ) Clerk.	
Apologies: Sue Cox (SC) Chair of Governors	

Attachments issued before the meeting are on page five and pre meeting questions are on pages five and six.		
1	<p><u>Welcome and Apologies</u></p> <p>AO (Vice Chair) was Acting Chair for the meeting and welcomed everyone. SC had sent apologies in advance of the meeting, which were accepted.</p>	
2	<p><u>Pecuniary & Business Interests</u></p> <p>None were declared for this meeting. JC reminded Governors that he had audited the School Fund as agreed at the last meeting.</p>	
3	<p><u>Minutes of Previous Meetings & Action Points</u></p> <p>The minutes of the meeting held on 27.03.2025 had been distributed before the meeting. The minutes were agreed and were delivered to the Acting Chair for signing.</p> <p>Action Points;</p> <p>141124/2 - Governors to complete forms for Autumn term monitoring visits and send to the Clerk. Some forms remained outstanding. Carried Forward.</p> <p>270325/1 - A letter of complaint to the Local Authority to be drafted and circulated to Governors. It had been agreed this would be sent at an appropriate time. Carried Forward.</p> <p>270325/2 - The Clerk to contact Governor Services for advice on how Governors can best support staff and what the Governing Body need to do with regard to school closure. Completed. Advice received had been circulated to Governors. Item Closed.</p>	
4	<p><u>Business Manager's Finance Report including budget 2025-26 for approval</u></p> <p>Copies of the confidential FGB report and associated papers were circulated before the meeting.</p> <p>A number of pre-meeting questions had been raised and had been answered by the School Business Manager and circulated to Governors.</p> <p>DR outlined that at the end of the year expenditure was 96% of budget and income was 100.5% of budget. Higher funding is the contra to the rates expenditure. Cost savings of approximately £48,000 were made in the financial year.</p> <p>DR continues to send monthly updates to the Local Authority finance team.</p> <p>All suppliers have been informed of the school closure. With the exception of RM Broadband, all suppliers have responded. The majority have confirmed they will make a refund where a full year had been paid for.</p>	

	<p>There is a £600 charge for data cleansing the three photocopiers. This will remove any stored images of copies made.</p> <p>[Further discussion is considered Confidential and is included in the Confidential Annex to these minutes.]</p> <p>April 2025- August 2025 budget – DR advised that this had been prepared on the basis that the school continues to operate as it currently is, until closure. It includes a number of assumptions, such as additional costs for supply cover, needed if teachers resign before the school closes.</p> <p>DR advised that there appeared to be an issue with the budgeting software not calculating the National Insurance increase. This was found during the comparison of April’s reconciliation of budget versus actuals. This cannot be changed manually. The result is potentially a difference of £7,500 to the budget.</p> <p>The non-teaching pay award has not yet been agreed. A 3.2% provision has been included in the figures, based on Local Authority advice.</p> <p>Income – only a quarter of Pupil Premium and Early Help funding will be received before the school closes. All people letting the school hall have been notified of the closure, and lettings will cease on 30th June.</p> <p>The 2025-26 pre-school licence had been circulated before the meeting. The Governing Body agreed the pre-school licence to 31st August 2025.</p> <p>Crew Club and catering income is affected by reducing pupil numbers, as detailed in the written report. The school will not receive any Universal Free School Meals funding, as this is not paid until September. Similarly, the school will not receive the National Insurance grant as this is not going to be paid until September.</p> <p>Expenditure – This includes some overtime provision for staff completing additional tasks related to the school closure. DR, the Finance Assistant and the IT technician will need to do some overtime in August in relation to the closure. Learning Support Assistant’s have also done some additional hours to support classes.</p> <p>The Local Authority have asked to see any overtime claims related to the closure.</p> <p>[Further discussion is considered Confidential and is included in the Confidential Annex to these minutes.]</p> <p>The April 2025-August 2025 budget submission was approved by the Governing Body.</p> <p>Governors thanked DR for her work both on the budget and on all other activities.</p>	
5	<p><u>Head Teachers Update</u></p> <p>Attendance – the written report had been circulated before the meeting.</p> <p>There are currently 109 pupils in school. Approximately 82 pupils are known to be transferring to Gurnard Primary.</p> <p>Standard Assessment Tests (SATs) had finished today. SP thanked all staff and also SK and KF for supporting the tests.</p>	

<p>6</p> <p>QUESTION</p> <p>QUESTION</p> <p>QUESTION</p> <p>QUESTION</p>	<p><u>Place planning update</u> SPs dismissal meeting had taken place. Staff meetings start tomorrow.</p> <p>The strategic plan has been updated based on a Local Authority implementation meeting attended by SP and DR.</p> <p>All suppliers have been notified of the school closure. Archiving of data has started. Staff are maintaining the quality of education despite the extra workload and the challenging times.</p> <p>The Senior Leadership Teams from Cowes Primary and Gurnard Primary have met and discussed transition plans and a letter on the plans has been sent to parents. Transition days are in place.</p> <p>The Head and Deputy Head from Gurnard Primary have attended school and done an assembly to those children transferring there.</p> <p>The Head of Gurnard Primary has been invited to International Day and the school fair. Cowes Primary families have been invited to the Gurnard Summer Fair. There will also be an open morning at Gurnard Primary for parents after the transition days.</p> <p>A transition spreadsheet is in place for each child and a face to face meeting will be held for teachers to pass over information.</p> <p>The closure has Child Protection Online Management System (CPOMS) implications. As the school closes at the end of July, before this there needs to be a two to three week window for data to be downloaded and closed off, and then handed back to school. Due to this, during July there will be a period when the school has read only access to CPOMs.</p> <p><i>Governors asked how the CPOMS data will be transferred?</i> SP advised that data cannot be transferred until the pupils transfer in September. The data will instead be printed off per child. It will then be put in separate envelopes, marked Confidential, and passed to the Local Authority (LA). The LA will then need to pass the data to the appropriate school. The same process will be applied to children with Special Educational Needs (SEN).</p> <p><i>Governors asked if the school will receive a receipt for the data.</i> SP confirmed it would.</p> <p><i>Governors asked if the LA would collect archived CPOMS data?</i> SP advised this issue had been raised with the LA. The school needs clarification from the LA on when, how and to who data is being handed over, especially confidential data. There are drives with confidential school and governor data which need to be passed over.</p> <p>The LA have now proposed that the site be used by Lionheart School from September 2025. The LA have visited the school and looked at the mobile unit to assessed if it can be relocated.</p> <p><i>Governors asked what will happen to the school website?</i> SP advised that it will close from 25th July.</p> <p>Governors recognised the difficulties involved in closing a school, and hoped the learning being done at Cowes Primary would be used by the LA in the future.</p>	
<p>7</p>	<p><u>Policies to review and ratify</u> The following policies had been made available to Governors before the meeting;</p> <ul style="list-style-type: none"> • Intimate Care Policy • Charging and Remissions policy 	

	<ul style="list-style-type: none"> • Single equalities statement • Single equalities objectives, and • Governors Allowances. <p>The five policies were approved by the Governing Body.</p>	
8	<p><u>Local Authority/DfE policies to be adopted.</u></p> <p>The following policies were circulated before the meeting;</p> <ul style="list-style-type: none"> • Recruiting a Headteacher policy • Recruitment policy and procedure • Disciplinary policy, including code of conduct • Induction for early career teachers • Access to information policy, and • Data Protection policy. <p>The six policies were agreed for adoption by the Governing Body.</p>	
9	<p><u>School Development Plan (SDP) update</u></p> <p>The plan has been updated in light of the school closure and reviewed by SP and SC.</p> <p>ACTION POINT: The updated SDP to be sent to Governors.</p> <p>Final performance management reviews for staff have been scheduled. Staff references are nearly complete and will be held by the LA until needed.</p>	SP
10	<p><u>Safeguarding Update</u></p> <p>The new island based multi agency referral service and Local Authority Designated Officer (LADO) are now in place. Being able to speak to someone by telephone is an improvement.</p>	
11	<p><u>Monitoring Update</u></p> <p>The list of forms received since the last meeting had been issued before the meeting.</p> <p>The list of open actions was reviewed. It was agreed that Item 19 (Special Educational Needs) and Item 21 (Health and Safety) could be closed as they had been covered by recent visits.</p> <p>As papers for the July meeting needed to be issued by the 3rd July, it was agreed all monitoring forms should be with the Clerk by the end of June.</p>	
12	<p><u>Governor Training Update</u></p> <p>No training had been attended since the last meeting.</p>	
13	<p><u>Any Other Business</u></p> <p>SC had been advised that Governors will officially be released from their duties on the 31st August, even though the school will be closed and the staff will also be released from their duties before then.</p> <p>DR advised that the school email system will be closed on 8th August.</p> <p>QUESTION <i>Governors asked if professional indemnity insurance was in place until 31st August?</i></p> <p>DR confirmed it was.</p> <p>SP advised that a number of teachers had secured post at other schools from September. The Governing Body congratulated staff.</p>	
14	<p><u>Impact</u></p> <p>The Governors agreed on the following impact achieved at this meeting;</p> <ul style="list-style-type: none"> • Governors recognised the continued professionalism of staff, and pupils. Work was continuing as usual despite the extra workload related to the school closure. • A detailed finance report had been received and it was positive to see financial savings continue to be made. • There was a useful discussion on the closure of school data, and the attempts to contact the Local Authority regarding data handover. • It was noted that the closure discussions and steps expected were in progress. 	

	Date of next meeting The next meeting was scheduled for Thursday 10th July 2025 at 5.30pm. It was agreed the meeting would be held off site.	
Meeting Ended at 5.45pm		

Action Points

141124/2	Governors to complete forms for Autumn term monitoring visits and send to the Clerk	AO	ASAP
270325/1	A letter of complaint to the Local Authority to be drafted and circulated to Governors.	JC	ASAP
150525/1	The updated SDP to be sent to Governors.	SP	ASAP

Attachments for FGB 15.05.2025

The following documents were available prior to the meeting;

1	3.0 CONFIDENTIAL Draft minutes of FGB 27.03.25
2	4.0 CONFIDENTIAL SBM report for FGB May 2025
3	4.0a CONFIDENTIAL Final CFR report
4	4.0b CONFIDENTIAL Monitoring Statement March 2025
5	4.0c Expenditure by CFR March 2025
6	4.0d Income by CFR March 2025
7	4.0e Budget v Actuals March 2025
8	4.1 CONFIDENTIAL Pre-school licence April – August 2025
9	4.1a Utilities analysis for pre-school 2024-25
10	5.0 Attendance report for Governors May 2025
11	7.1 Intimate Care Policy
12	7.2 Charging and Remissions policy
13	7.3 Single equalities statement
14	7.4 Single equalities objectives
15	7.5 Governors Allowances policy
16	8.1 Recruiting a Headteacher policy
17	8.2 Recruitment policy and procedure
18	8.3 Disciplinary procedure
19	8.3a Employee Code of Conduct
20	8.4 Induction for early career teachers
21	8.5 Access to information policy
22	8.6 Data Protection policy
23	11.0 Monitoring forms since last FGB
24	11.1 Open monitoring actions

Pre-meeting questions for FGB 15.05.2025

Agenda item	Question	Response	Responder
4.0 SBM Report	I think it is important to remind Governors that (unless they resign etc) they will remain Governors until the end of the 31 August 2025 even though certain activities e.g. bank account closures and site handover will probably be happening earlier.	I spoke to Naomi Carter at the meeting at the school about when Governors will officially be released from their duties - it's the 31st August - even though the school will be closed and the staff will also be released from their duties.	SC
4.0 SBM Report	We should consider noting what would happen to any freedom of information or GDPR-related requests (subject access requests, right to erasure etc) or similar that are in progress on the date the school closes. I think these should be	Any outstanding SAR or FOI will be referred to the Data Protection Officer at the LA with whom we have a Service Level Agreement until 31/8/2025.	DR

	passed to the Council as they will have all of the relevant records. We can't really amend the policies because they are Council policies but we may want to note this somewhere in our papers/minutes.		
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Signature:

Position:

Name:

Date: