



To be the best we can be ..

**BOUGHTON & DUNKIRK PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD AT THE SCHOOL ON MONDAY, 11TH MAY 2026 AT 1 p.m.**

PRESENT:

Reverend R Bending Mrs C Clayson Mrs B Feast Mrs J Mayer (Chair) Mr G Sample	Mr J Bennett Mr G Court Miss A Jordan Mrs K Petts Mr S Way (Headteacher)
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IN ATTENDANCE: Mrs D Stryzyk (Governance Professional)

Item	Minute	Action
PROCEDURAL		
1.	Welcome and Prayers a) Chair's Welcome The Chair extended a warm welcome to the term 5 meeting of the Governing Board. b) Prayers Reverend Bending led the Board in an opening prayer.	
2.	Quorum The meeting was confirmed quorate.	
3.	Apologies for Absence Apologies for their absence had been received from Dr. K Gee (child unwell), Mrs H Gardner (short-staffed at work) and Mrs T North (just started a new job). The Governors' apologies were accepted.	
4.	Declaration of Business Interests Governors were invited to declare any business or potential conflicts interests against any of the agenda items for the meeting. None were received.	

5.	Governing Board Membership & House-keeping a) Foundation Governor Mrs Feast's term of office as a foundation governor will end on the 17th June 2026. Mrs Feast had previously indicated that she will not seek reappointment. Mrs Feast will attend the term 6 meeting. b) Ex-Officio Governor Reverend Bending will stand down as the Ex-Officio representative on the Board at the end of this academic year. The Chair asked for an update on the recruitment for a replacement Ex-Officio and foundation governors. The Ex-Officio Governor (RB) advised that she had asked someone if they would serve as a governor but they had responded that they did not have the capacity at this time. The Methodist Superintendent would be asking a retired minister if they would be prepared to take on a foundation governor role at the school. The Governor advised that she would continue to try to recruit and encourage people to take up the upcoming governor positions on the Board. c) Co-opted Governor Mr J Bennett had indicated that he will stand down as a Co-opted Governor at the end of the current academic year. The Headteacher will place an advertisement in the community magazine. Action: HT to arrange for an advertisement for a governor to be placed in the community magazine. Mrs J Mayer's current term of office will end on the 29th September 2026. Mrs Mayer's re-appointment as a Co-opted Governor will be sought at the term 6 meeting. Action: Governing Board to formally reappoint Mrs Mayer at the next meeting of the full Governing Board. d) Staff Governor Miss A Jordan's current term of office as the Staff Governor representative will end on the 27th September 2026. A staff governor election would take place at the start of term 1. Miss Jordan indicated that it was not her intention to re-stand as the staff governor representative. Action: Staff Governor election to take place at the start of term 1. e) Parent Governor Dr. K Gee's current term of office will expire on the 2nd November 2026. A parent governor election would take place during term 1. The Headteacher undertook to include in the term 1 newsletter a 'heads up' to parents that a parent governor vacancy would arise during the coming months and suggest that anyone interested in serving as a governor contact the Chair of Governors for further information	HT Gov. Prof./ALL HT/Gov. Prof.
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	about the role. In the meantime, the Chair would have a discussion with Dr. Gee (as she may, if she so chooses, re-stand for election). The Chair stated it was important that the expectations of the governor role are made clear to ensure commitment. Action: Parent Governor election to take place at the end of term 1/start of term 2. The Chair advised the Board will be in a position where there will be new members with different areas of expertise. She suggested that the Board will need to reflect on how tasks will be covered until such time as the Board membership is back up to full strength. Governors may be asked to take on additional areas of monitoring. f) Compliance Checks Governors received confirmation that Governor (KG) had yet to complete this year's compliance checks within her Governor Hub profile (as at 3/6/2026). URGENT Action: KG to complete compliance checks for the 2025-26 academic year.	HT/Gov. Prof. KG
6.	Minutes of the Previous Meeting The minutes of the previous meeting held on the 16th March 2026 were approved by Governors subject to a revision to minute 5, b) – to clarify there were two full-time equivalent Methodist ministers (not four) and no-one was currently earmarked to take on the minister role at the church in Whitstable.	
7.	Matters Arising and Receive Updates on Agreed Actions (not covered by this agenda) a) Governor Vacancies As minuted above, the Headteacher will place a notice in the Community Magazine for a co-opted governor. b) Skills Audit Analysis 2026 The Governance Professional had completed an analysis of Governors' responses to the skills audit. Across the Board, members have scored themselves high (3s and 4s). Specific training requests related to Strategic Safeguarding (annual update and upon induction), New Governor Induction also Greener Governance and EDI. There was an awareness that the landscape within education was continually changing and Governors recognised the need to keep informed of those changes. Governors were reminded that Boards are required to regularly (annually) evaluate the skills and expertise of its members in order to target future recruitment, training and development. The 2026-27 skills audit would be completed during the term 1 meeting of the Board. Action: Governors to complete the 2026-27 skills audit at the term 1 meeting of the full Governing Board.	ALL

	c) Annual Statement of Governance 2024-25 The Chair apologised for the issues she was experiencing sharing the draft Statement with Governors. Governors requested that the 2023-24 Statement be taken down from the website and for it to be replaced with the 2025-26 Annual Statement of Governance once it has been prepared and ratified by Governors. Action: CoG to formulate the 2025-26 Annual Statement of Governance for Governors to approve. Action: HT to arrange for the 2023-24 Statement to be taken down from the school's website. d) Methodist Funding for Religious Education Displays Governor (RB) reported she had liaised with the Treasurer who would take the request for funding to the Methodist Church Council at the June/July meeting. The Governor was hopeful that funds would be provided to the school so that it may enhance its RE displays within the school. e) Schools Financial Value Standard (SFVS) Governors received confirmation that the school's SFVS 2026 submission had been signed by the Chair of Governors and submitted to the Local Authority by the 31st March deadline. A signed paper copy had been placed on file with the minutes of the meeting.	CoG HT
8.	Headteacher's Report/School Improvement Plan and Governors' Monitoring Visit Reports The Headteacher's Report had been shared with Governors in advance of the meeting via the Governor Hub portal. a) School Roll, Organisation and Staffing Updates School Roll There were 209 pupils on roll with spaces in Year R and Year 6. Year 5 currently had 31 pupils. The Headteacher reported there had been a small amount of inward and outward pupil migration. The Headteacher had shown a family around the school which may potentially fill the Year R space. The family also has a Year 3 child. The Headteacher may go over the published admissions number in Year 3 because there was a Year 3 child working outside of the classroom. (If the family were to appeal to the Local Authority, the school was likely to be directed to admit the child in any event.) The Headteacher reported there were 30 children joining the school in Year R from September (not all of the places offered were first choices). Two or three families did not get their choice of the school even though they had named the school as their first choice. As far as the school was aware there were no children with an EHCP or huge levels of need. Three or four parents had spoken with the SENCo about the school's SEN provision. Staffing Updates The Headteacher referred to page 1 of his report for staffing updates:	

- The Year 1 class teacher had returned to school following a period of absence
- Two non-teaching staff members were currently absent on the grounds of ill health. Their roles were being covered by colleagues which impacted the working of the school
- A part-time Year 3 teacher had been absent prior to Easter. Her absence had been covered in-house by the Deputy Headteacher, the Headteacher and the SENCo
- An additional staff member had been recruited to support a child on a 1:1 basis
- The staffing structure was likely to remain largely unchanged, because of the needs of the children some of whom require 1:1 support. There would be a maternity returner and another staff member will go on maternity leave in September. (Staff do not have to provide schools with information about when they intend to return following their maternity absence.) The Headteacher advised when the post is advertised it will be unclear how long it will be for. The Headteacher will assess affordability and whether the structure may be supported by the budget.
- Some teaching assistants were on temporary contracts

b) SEND and Inclusion

Governors welcomed the SENCo to the meeting. She was invited to provide Governors with an update on the Community of Schools and how that was operating.

The SENCo reported a school, within the Community of Schools, has had its bid agreed to start a bespoke provision which included funding for a specialist unit/provision to cover staff costs. The bid was for a substantial amount of money. The SENCo advised she had yet to hear whether that was the final word. Boughton & Dunkirk Primary School had not done that despite there being six children at the school who could potentially benefit from a nurture group, but in the context of the new system, it was not right thing to do. The SENCo explained there were still queries about what is allowed and what is not. County-wide moderation will take place to evaluate decisions that have been made. There have been so many inconsistencies across the groups. The SENCo advised Governors that she hoped next year there will be greater clarity around the operating guidance.

Governors were advised the school's Senior Leadership Team have talked about the possibility of putting in a bid for funds for the school. The SENCo stated there were learning points for the school for next year. There were pupils who were costing the school money whereas other schools were securing funds.. The school will look to apply for money to subsidise those costs.

The Community of Schools had agreed to fund staff training on safer handling as new Guidance comes into force. The training will focus on de-escalation and manual handling of children. Also, the school was investigating whether it can secure and share a technology/online package. One of the SENCo in the Community was negotiation with a company.

There was around £40k of funding left in this year's Community pot. There were concerns if there should be an underspend, whether the Community will keep the unspent monies or whether next year's budget will decrease. The Group is keen to ensure that as much of the money as possible is spent.

The Professional Resources Group continued to support schools (two visits by an Educational Psychologist). Potential projects were being looked at for next year. Staff have been asked what is needed. The school has a second Educational Psychologist review

specifically to talk about specific issues (such as social, emotional and mental health, school based avoidance). The school can raise individual children during that visit.

The Kent Specialist Teaching and Learning Service (STLS) continued to support the Year 3 team and was scheduled to conduct a further visit. There have been lots of small tweaks being made to make life better in the classroom. The STLS was expensive, but worth it – the SENCo cited examples of where the Service has provided advice and support which has had a really positive impact. The staff have been congratulated on the implementation of the suggested strategies which had been welcomed by the staff. The school would continue to pay for the STLS support next year.

The SENCo provided an update on the profile of SEN within the school:

- 20 pupils were on the SEN register (most severe levels of need)
- A further 34 pupils have some level of need. All have either a diagnosis or an assessment pathway. Their needs were largely met through quality first teaching. The children were regularly monitored to assess whether they need to move to the SEN register. Most have an Autism Spectrum Disorder diagnosis or waiting for a diagnosis.
- Four children have an Education, Health & Care Plan (EHCP) and a further EHCP has been approved and the first draft was awaited.
- There were two open appeals against the Local Authority and will likely go to tribunal
- A child in Year 3 with enhanced support will remain at the school as the Local Authority had deemed the school is meeting the child's needs. The child's parents were appealing the decision
- A Year 4 child who also has 1:1 support whilst in school because of safety concerns. The child has multiple diagnoses and was making enough progress. The LA had carried out an assessment detailed in the Educational Psychologist's report). The LA had not granted the EHCP; the child's parents were appealing
- The SENCo was in the process of writing EHCP applications for children in Years 1 and 3
- The Community of Schools was not for individual children, which was difficult for the school because much of what the school does was individualised

The Chair asked Governors if they had any questions for the SENCo.

A Governor welcomed the school looking at how it may claim funds through the Community of Schools in order to free up money elsewhere. The SENCo advised Virtual Schools Kent (VSK) had provided the school with a significant amount of money to do some groundwork.

A Governor enquired as to the level of spend and whether schools will have to evidence how the money is spent. The SENCo confirmed that schools in receipt of funding do have to evidence how it is spent. At the next meeting of the Community of Schools the schools in receipt of money will have to provide feedback on that which would be minuted. The SENCo added, Kent's Guidance had been unclear. The model was introduced to increase consistency but there was definitely work to be done. The Headteacher understood there were inconsistencies from area to area, some schools were working together to secure money which is not in the spirit of the new model. He was unsure about the level of checking but hoped there would be a second check before finally monies are approved. He added, all schools were facing shortfalls in their budget in terms of special needs funding.

Governors thanked the SENCo for coming to the meeting and updating them. She left the meeting at 1.50 p.m. Annual SEND Report to Governors The next review would be conducted in term 2 2026. Action: Governance Professional to move Annual SEND Report to the term 2 meeting within the Annual Planner (last approved January 2026). c) Quality of Education Term 4 Data The Headteacher reported the standard assessment tests had commenced earlier today. The school hoped to be above the national average. Last year the national figure for combined Reading, Writing and Maths was around 60%, an individual subjects around 72%. Year 6 completed past tests papers and in Reading they scored 93%, in Maths 77% and Spelling Punctuation and Grammar 83%. The Headteacher referred to page 2 of his report. He advised, the second of three assessment tests were carried out during term 4. The results were positive; progress was seen in nearly all areas when looking at Expected and Greater Depth and where extra intervention support has been put in place, the benefits of that has been seen. Maths had come out lower, but not all aspects of the Maths curriculum have been taught in all of the year groups. The school continued to focus of Reading for Pleasure. The school will remain with its chosen Phonics Scheme. A Governor referred the Year 1 data and asked if the Headteacher was concerned about the gap between the Reading score @ 77% and the score for Spelling, Punctuation and Grammar (SPaG) @ 33%. The Headteacher explained expectations in Year 1 were low in terms of what is expected for Writing. In Year 1, SPaG was new to the children; they have just learned mark making. The Headteacher assured Governors that it was something the school would be monitoring. The progress and attainment in the cohort had been impacted by the class teacher's absence. Cultural Capital Detailed on page 2 of the Headteacher's report. The children had performed really well at the Choir Festival supported on the piano by the Year R class teacher. The event had taken place at Queen Elizabeth's Grammar School. d) Attendance & Behaviour Attendance The Headteacher referred to pages 3 and 4 of his report. Whole school attendance as at the 1st May was 96%. The report provided Governors with a breakdown of attendance. Governors were advised within the new Ofsted Inspection Framework, Attendance & Behaviour have been linked together.	Gov. Prof. (Done)
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	Suspensions, Exclusions, Incidents of Bullying or Racism There have been no suspensions, exclusions incidents of bullying or racism. Page 2 of the Headteacher's report referred. e) Personal Development & Well-being Not reported at this meeting. The Headteacher advised that he had received an email from another school about the school's pupils when the netball team had played at another school. Boughton & Dunkirk had won 24/1, but players had demonstrated incredible sportsmanship, they had been supportive of the players for the opposing team. f) Leadership & Governance Staffing Structure Discussed earlier in the meeting; there were no planned changes to the staffing structure for the 2026-27 academic year. Data Protection Officer's Report #1 of 2 per annum The Data Protection Officer's Report #1 of 2 per annum dated the 19th March 2026 had been shared with Governors. The school was General Data Protection Regulations compliant. There have been no data breaches during the academic year. School Site The Headteacher reported the old After School Club had been demolished and work to replace it had begun. The contractor was working on the brickwork and foundations. The Headteacher advised monthly site meetings have been scheduled into the build programme, the first of which had taken place during the previous week. The contractor had been given a timetable of SATs and had scaled back on noise to avoid disrupting the children. At the start of the project the children were interest, but were less so now. The Headteacher advised there was more 'spoil' from the build than had originally thought because the building is to be sited on a slope. Completion was expected in October/November. Review Three Year Strategic Plan The Chair proposed that the Governing Board's review of the Three Year Strategic Plan until the Board's new members have joined. Methodist Strategy The Chair asked the Headteacher if there was any news. The Headteacher advised there had been talk about aligning the Methodist Schools with the Methodist Church. A new Leader of MAST (Methodist Academies and Schools Trust) had taken over in January. One of her remits was to bring the Church and Schools together. Part of that will involve looking at the Academy strategy. A meeting would take place in June.	
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	A local Methodist primary school had its Statutory Inspection of Anglican and Methodist Schools during the previous week. The Headteacher had attended and was involved with that. He was present during the feedback. Boughton & Dunkirk Primary School was not on the list for next year; the next SIAMS was likely to take place during the 2027-28 academic year. Teaching Staff's Mid-Year Reviews The Headteacher advised the mid-year reviews have yet to take place. Action: Governors to receive confirmation from the HT that teaching staff's mid-year reviews have taken place at the next meeting. Statutory Assessment Tests Governor (JM) will observe the school's administration of the Standard Assessment Tests on Thursday.	HT
9.	Health & Safety/Risk Assessments a) Health & Safety Issues or Concerns The Headteacher, staff and Governors were afforded an opportunity to raise any health and safety issues or concerns. None were raised. A Governor commented the contractors have done a good job to ensure that the school site is safe. The Headteacher advised that he had met with the Project Manager to ensure that everything is kept safe.	
10.	Safeguarding a) Safeguarding Issues or Concerns The Headteacher, staff and Governors were afforded an opportunity to raise any safeguarding issues or concerns. None were raised. The Headteacher reported there were three families which have Social Services involvement the Family Liaison Officer continued to support the families where possible. Other families were also supported in times of need. b) Single Central Register Governor (GS) reported that he had checked the Single Central Register. He referred to updated Guidance relating to Governors' checking of the Single Central Register, i.e. that it is the Governor's responsibility to check the school's Leadership checking of the Single Central Register.	
11.	Finance a) Finance Governors (JM/CC) Monitoring Visit Report The Finance Governors (JM/CC) monitoring visit report had been shared prior to the meeting.	

b) Analysis of 2025-26 Yearend Budget Figure/Outturn Report The school's analysis of the 2025-26 budget rollover figure (as detailed in the March 2026 monitoring report) was £67,528 (sixty seven thousand, five hundred and twenty eight pounds), which included £12,000 grants for the works which has been ring-fenced. The Outturn Report, which was produced by the Local Authority, had yet to be received by the school. The Headteacher advised the school's close monitoring of the budget had resulting in a healthy rollover figure. Governors received confirmation that the budget surplus figure was within the Balance Control Mechanism (12% of school's income). Governors accepted the yearend budget figure. Action: Governors to receive Outturn Report at the next meeting. c) 2026-27 to 2028-29 Three Year Budget Plan The 2026-27 to 2028-29 Three Year Budget Plan had been shared with Governors in advance of the meeting. Revenue Budget • I01, Funds Delegated by the Local Authority, were based on pupil numbers based on the October 2025 pupil census. There were nine more children on roll since the October census. • I05, Pupil Premium Grant, the figures were based on what information is available to the school. The figure increases over the three year budget period. • The staffing structure will remain the same for the coming financial year. The Headteacher added, within the budget there was a margin if the school needed to recruit anyone. • E16, Energy, last year's energy costs were lower than had been anticipated. • The budget allowed the school to start a programme of IT renewal. • The budget also included funding for buildings maintenance and improvements, also costs associated with the furnishing of the new building. • E30, Direct Revenue Financing, £5,717 The Finance Governor advised the budget set had been a cautious one. The hard work last year in order to protect the budget had enabled the school to carry forward a healthy rollover. The importance of the school being full was stated. For the 2026-27 financial year, the forecasted in-year deficit was -£11,675.16 (minus eleven thousand, six hundred and seventy five pounds and 16 pence) and an overall cumulative budget surplus of £55,852.48 (fifty five thousand, eight hundred and fifty two pounds and 48 pence). For the 2027-28 financial year, the forecasted in-year surplus was £17,348.15 (seventeen thousand, three hundred and forty eight pounds and 15 pence) and overall surplus of £73,200.63 (seventy three thousand and two hundred pounds and 63 pence). For the 2028-29 financial year, the forecasted in-year surplus was £10,792.42 (ten thousand, seven hundred and ninety two pounds and 42 pence) and overall surplus of £83,993.05 (eighty three thousand, ninety hundred and ninety three pounds and 5 pence).	ALL
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	Capital The Capital Budget income was £12,001.00 (twelve thousand and one pound). The money would be spent when a project has been identified. Governors unanimously agreed the three year budget plan. d) Best Value The minutes of this meeting hereby record that Governors are content that decisions have been made according to the principles of best value. e) Benchmarking Report The Benchmarking report had been shared with the Finance Governors. The Governance Professional reminded Governors that the Benchmarking Report must be shared with all Members of the Governing Board. Schools Financial Value Standard Guidance Q18 states <i>Benchmarking is a process for comparing income, expenditure and staffing with that of similar schools. It helps schools to consider whether and how they can use resources more effectively and to identify where changes can be made. This process should be undertaken annually, but benchmarking can also be carried out at any time when reviewing school contracts for procuring goods and services. Schools should report their findings from benchmarking to the governing body</i>. See Guidance on DfE website. Action: ALL Governors to receive Benchmarking Report at the next meeting. f) Asset Register Finance Governor (JM) will conduct a review of the school's asset register and bring a list of items to be written off to the next meeting for Governors to agree. g) Financial Competencies Matrix The Finance Governor (CC) and Vice chair of Governors (KP) had completed the Financial Competencies Matrix and these have been placed on file with the minutes for this meeting. Action: JM to complete the Financial Competencies Matrix and send to the Governance Professional.	ALL JM →Gov. Prof.
12.	Policies The following Policies were ratified by Governors: a) General Data Protection Regulations Policy - Approved b) Teachers Appraisal Policy – Approved. A Governor asked the Headteacher to provide an example of a target that might be set. The Headteacher advised one target will link to data (percentages in class) based on the previous year's data for the cohort. Another target will link to subject leadership and what might be on their action plan. The final target will be a personal one – personal development or something they want to do. A Governor asked if there had been instances where someone may have had difficulties	

	meeting their targets. The Headteacher answered there were none, the school would not wait matters would be addressed before, support may be introduced. New teachers were mentored and supported to ensure that they have everything they need to move in the right direction. A Governor enquired if long term absence had ever been triggered by monitoring. The Headteacher responded it had not, but there had been a work-related matter but that was not linked to the appraisal process.	
13.	Governor Training & Development Governors were reminded that they are committed to completing at least one training module in addition to mandatory training. Governors to note that they must book and record any external training via their Governor Hub profiles. Training records may include training Governors have undertaken within their workplace that may also be relevant to the governor role. a) Identify Future Training Needs The Chair advised the Training & Development Governor was concerned that there will still some Governors who have yet to complete the annual update to their Strategic Safeguarding training (required annually and upon induction). • <u>Annually and upon induction</u>: Safeguarding, Child Protection including Online Safety • Prevent (every two years) • Female Genital Mutilation • Cyber Security • New Governor Induction • Exclusions • Headteacher's Performance Appraisal (GC) • Faversham Collaboration training events • Annual Governance Conference – 25th June from 9.30 a.m. to 3.30 p.m. at the Ashford International Hotel b) Reports of Completed Training No reports were shared at this meeting.	

Teacher Induction

Mr S Lines joined the meeting at 2.35 p.m. The Chair explained she had invited Mr S Lines to the meeting to explain how he had found the induction process and working at the school. Mr Lines was covering a maternity absence and was leading the Year 5 class.

Mr Lines was asked about his first impression of the school and how it compared with others he had worked in. Mr Lines (SL) advised that everyone had been really positive and had readily responded to any questions he had – nothing had been too much trouble from the Headteacher, Subject Leaders and colleagues. .

Mr Lines was asked to explain how had found the induction process and whether it prepared him to start work in the school. SL advised that he had been assigned a mentor. It had been helpful to have that point of contact because each school tended to do things slightly differently.

SL was asked about the atmosphere and culture and whether there had been anything that had surprised him. SL added, Boughton & Dunkirk Primary School was a lovely place to work in. Staff were supportive, the atmosphere

was wonderful and the children clearly had a love of learning and enjoyed coming to school. He recognised there were a few children who have challenges.

A Governor enquired if there had been any surprises. SL advised that when he had been shown around the school had had got a sense of what the school was like. The levels the children achieve were higher than some of the schools he had been at.

A Governor asked SL if he had a good understanding of the school's vision and ethos and if he felt that they were seen in the school and well represented. SL answered the vision and ethos of the school was clear, through the lens of the children who love coming into school day in and day out. He had overheard conversations between colleagues from which it was clear that they want the very best for the children, to celebrate their successes. The children represent the school well. There was a real collectiveness what was to be expected of a school where staff do not tend to leave. The team was cohesive.

Governors thanked SL for participating fully in the life of the school.

A Governor stated during a monitoring visit, the children were clearly engaged and enthused during a Maths lesson she had attended.

The Headteacher stated that it can be difficult coming into a school where the staff have been for a long time. He was proud of the school. SL had come in and fitted in really well. He spoken with the Headteacher about subject leadership, he was showing his aspirations to develop as an individual. He had thrown himself into his work at the school. He had been a really positive addition to the team at Boughton.

A Governor stated that they had heard a lot about teachers leaving the profession quickly after qualifying. SL stated last year he had worked in a faith school in the primary sector and had then moved to a secondary school and he too had considered leaving the profession, but he had reflected and decided that he could not do another job.

SL left the meeting at 2.45 p.m.

14.	Chair's Correspondence/Guidance a) Chair's Correspondence There were no actions or correspondence received by the Chair. The following publications had been shared with Governors: b) The Education People Monthly Bulletin (April 2026) c) DfE Guidance: Restrictive Interventions, Including Use of Reasonable Force, in Schools – April 2026 The Governance Professional pointed out that schools are now required to notify parents whenever the school has used restrictive interventions/reasonable force. Also, Governors were to be informed. Action: Governance Professional to add reports to Governors from the school on restrictive interventions including reasonable force for each meeting under Safeguarding.	Gov. Prof.
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15.	Any Other Urgent Business/Critical Matters A Governor asked if the school had an AI Policy. The Headteacher advised the new temporary teacher was looking into IT and the use of AI. A Governor suggested that other school policies may be adapted to reflect the school's practice. The Chair of Governors will send an end of term letter to all staff members. The Parent Teacher Friends Association has asked for Governors to join them to complete a grounds clear up on the 6 th June.	
16.	Confidentiality Matters discussed at minute 8 were regarded as confidential and have been recorded within the confidential minutes for this meeting. The item would remain confidential in perpetuity.	
17.	Dates and Times for 2025-26 Academic Year Governing Board Meetings The next meeting would be held on Monday, 6 th July 2026 at 1 p.m. (apology Mrs K Petts, holiday). Governors were invited to complete their monitoring visits during weeks commencing the 15 th or 22 nd June.	

The meeting concluded at 3 p.m.

Signature: (Chair)

6th July 2026



BOUGHTON & DUNKIRK METHODIST PRIMARY SCHOOL
SUMMARY OF AGREED ACTIONS
MEETING HELD ON THE 11th MAY 2026

Item	Action	For Whom
5, c)	➤ Term 6 agenda to include Mrs Mayer's reappointment as a Co-opted Governor ➤ HT to advertise Governor vacancy in the Boughton Community magazine	Gov. Prof. HT
5, d)	Staff Governor election to take place at the start of term 1.	Gov. Prof./HT
5, e)	Parent Governor election to take place at the end of term 1/start of term 2.	Gov. Prof./HT
5, f)	KG to complete compliance checks for the 2025-26 academic year.	KG
7, b)	Governors to complete the 2026-27 skills audit at the term 1 meeting of the full Governing Board (Group task)	ALL
7, c)	CoG to formulate the 2025-26 Annual Statement of Governance for Governors to approve.	JM
7, c)	HT to arrange for the 2023-24 Statement to be taken down from the school's website.	HT
8, b)	Governance Professional to move Annual SEND Report to the term 2 meeting within the Annual Planner (last approved January 2026).	Gov. Prof. (Done)
8, f)	Governors to receive confirmation from the HT that teaching staff's mid-year reviews have taken place at the next meeting.	HT
11, a)	Governors to receive Outturn Report at the next meeting	HT/ALL
11, e)	ALL Governors to receive Benchmarking Report at the next meeting.	ALL
11, g)	JM to complete the Financial Competencies Matrix and send to the Governance Professional.	JM
14, c)	Governance Professional to add reports to Governors from the school on restrictive interventions including reasonable force for each meeting under Safeguarding.	Gov. Prof.