

Review of business of Full Governing Body, 2024-25

1. Overview

This document provides a summary of the activity of the Full Governing Body during 2024-25. As detailed in section 2, all aspects of the terms of reference were considered through the year.

The main business transacted at the five Full Governing Body meetings are outlined in section 3.

A positive Ofsted inspection took place in April 2025 during which a number of governors were interviewed. The inspector found that:

‘Upton-Upon-Severn CofE Primary and Pre School has taken effective action to maintain the standards identified at the previous inspection [when the School was judged good for overall effectiveness].’

The following areas for improvement were identified in the inspection:

- In some subjects, learning is not coherently sequenced. This means pupils do not build their knowledge securely and find it difficult to make connections between their learning over time. The school should ensure that the curriculum sets out precisely what pupils should know and when in all subjects so pupils learn well across all subjects.
- The school’s work to improve the attendance of some groups of pupils has not had the required impact. This means that some pupils miss important learning. The school should redouble their efforts to improve attendance and reduce persistence absence.

Like many schools, finances remain a challenge and the school is working with the local authority on this matter. Particularly through the work of the Business Committee, the governors work with the school management to explore ways of seeking to increase pupil numbers, and ensuring that expenditure is rigorously controlled, ensuring good value for money is achieved in all areas.

The governing body, in line with the recommendations of the Education White Paper of 2022, has been considering whether, in the long term, to join an academy and, if so, which one would best suit the needs of the school community. We have deferred this for the time being whilst we await further developments at a national level. Full consultation with parents will take place before any decisions on this matter are taken.

The levels of attendance of governors at the Full Governing Body are detailed in section 4. Overall, attendance has been at a reasonable level (73.7%), though below the attendance rate achieved in 2023-24 (84.3%). A number of governor absences were due to unavoidable work commitments and to illness.

We were pleased to welcome Kiran Mejer (parent governor) and Julieann Watson (foundation governor) as new members of the Board. During the year, three

governors resigned. We are very grateful to them for the work they undertook as governors during their tenure in office: Jessica Wood (parent governor, resigned November 2024); Tonwen Empson (local authority governor, resigned April 2025); Glyn Olden (co-opted governor, resigned September 2025). Currently, there are two vacant governor posts – one local authority governor and one co-opted governor. Active attempts are being made to fill these vacancies.

Following the ending of Jessica Wood's tenure as governor, during which she was chair of the School Improvement Committee, Susan Jarvis agreed to take on this chairing role. Amy Wearing agreed to succeed Jessica Wood as vice chair of the FGB. Thanks are due to both Amy and Susan for undertaking these roles.

Andrew Walker

Chair of Governors, September 2025

2. Adherence to Board of Governors' terms of reference

Terms of Reference	Comment and meeting at which relevant term of reference was considered
To agree constitutional matters*, including procedures where the governing body has discretion	Terms of reference of committees were considered and agreed during the year.
To recruit new members as vacancies arise and to appoint new governors* where appropriate	During the year, a new parent governor was appointed, following an election, Kiran Mejer. A new foundation governor, Julieann Watson, has been appointed.
To hold at least three governing body meetings a year*	'Ordinary' FGB meetings were held four times during the year – on 24 September 2024, 10 December 2024, 18 March 2025 and 15 July 2025. Two additional FGB meetings took place to confirm the appointment of the new headteacher on 8 April 2025 and to receive an oral report from the Ofsted inspector on 30 April 2025.
To appoint or remove the chair and vice chair*	Andrew Walker reappointed as chair, on 24 September 2024; Amy Wearing agreed to become vice chair on 10 December 2024.

To appoint or remove a clerk to the governing body*	Claire Finch, the school's governance professional took up the role in February 2024 and continues in post.
To establish the committees of the governing body and their terms of reference*	Terms of reference of FGB and School Improvement Committee were approved at FGB on 24 September 2024. An additional term of reference relating to safeguarding was approved at FGB on 18 March 2025.
To appoint the chair of any committee (if not delegated to the committee itself)	Appointment of chairs delegated to Business and School Improvement Committees. Susan Jarvis continued in post as Chair of Pay Committee and Headteacher's Performance Committee.
To appoint or remove a clerk to each committee*	Claire Finch continued as governance professional, undertaking clerking responsibilities for FGB and Business Committee. Andrew Walker continued to act as clerk, as well as a full member, of School Improvement Committee and Pay Committee.
To suspend a governor*	Not applicable
To decide which functions of the governing body will be delegated to committees, groups and individuals*	Terms of reference of committees were considered and agreed during the year.
To receive reports from any individual or committee to whom a decision has been delegated and to consider whether further action by the governing body is necessary*	Regular reports were received by FGB throughout the year by chairs of Business, School Improvement and Pay Committees. These met as follows: Business: 18 Sept. 2024, 11 Nov. 2024, 5 Feb. 2025, 30 Apr. 2025, and 2 July 2025. School Improvement: 4 Oct. 2024, 30 Jan. 2025, 27 Mar. 2025 and 26 June 2025. Pay: 6 Dec. 2024.

	Minutes of these committees were received by FGB.
To approve the first formal budget plan of the financial year	Governors approved the budget for 2025-26 and agreed that it could be submitted to county. Approved at FGB on 30 April 2025, and Business Committee on 30 April 2025.
To keep the Health & Safety Policy and its practice under review and to make revisions where appropriate	Health and safety issues are considered within Headteacher's written report. (See for instance FGB, 24 September 2024).
To review the delegation arrangements annually*	Terms of reference of committees were considered during the year.
To undertake a strategic leadership responsibility for the school's safeguarding arrangements, ensuring that it complies with its duties under legislation, ensuring policies, procedures and training in the school are effective and comply with the law at all times* (Adopted at FGB meeting on 18 March 2025)	Ensured that all governors undertook online safeguarding training during the year; Helen Main appointed safeguarding governor in succession to Jessica Wood at FGB on 10 December 2024; an annual review of governors' engagement with safeguarding was considered at FGB meeting on 10 December 2024; full report on safeguarding issues received from Helen Main and considered at FGB on 30 April 2025.

these matters **cannot be delegated to either a committee or an individual*

3. Summary of main business transacted at meetings of Full Governing Body during 2024-25

Date of meeting	Main business transacted
24 September 2024	• Oral report received from Headteacher. • Reappointment of chair, Andrew Walker; appointment of vice chair deferred. • Committee membership was confirmed and link governor responsibilities allocated. • Instrument of government and terms of reference of Full Governing Body (FGB) were confirmed. • Governors' code of conduct was approved. • The annual report on performance of FGB was considered.

	• Confirmation received that all but three governors had completed DOI forms, self-declarations and reading of KCSIE • School Development Plan was scrutinised and questions relating to this directed at Head. • Health and safety issues raised: pergola in Riverboats had been removed; neighbour complaint regarding boundary trees being addressed.
10 December 2024	• Confirmation that all governors had completed online safeguarding training. • Confirmation received that all governors had now completed DOI forms, self-declarations and reading of KCSIE • Appointment of new parent governor, Kiran Mejer, was ratified; Juliann Watson welcomed as new foundation governor. • Written report from Headteacher received; questions raised and addressed included those relating to the Pupil Premium strategy; pupil attendance; staff sickness; and water safety curriculum. • School Development Plan – latest iteration presented and governors' comments invited. • Reports were received from the latest Business Committee and School Improvement Committee meetings. • Governor monitoring reports were received relating to safeguarding, pupil premium, and English. • Helen Main was appointed as safeguarding governor. • Safeguarding – headteacher confirmed that section 175 for safeguarding had been completed. • Discussions took place regarding the possibility of the school joining an academy trust. • The following policies, all adopted from the Local Authority, were ratified: -Teacher appraisal -Teacher capability -Teachers experiencing difficulties
18 March 2025	• Governors were advised of headteacher's decision to leave her post at the end of the current school year. • Arrangements relating to the recruitment and selection of a new headteacher were confirmed. • The governors' skills audit findings were shared and discussions ensued regarding future governor recruitment and succession planning. • The governors' strategic plan was considered and an update given regarding actions taken. • The Pupil Premium strategy for 2025-26 was considered and approved.

	• A review of the FGB terms of reference was undertaken and a safeguarding-related reference term was added. The revised document was approved. • The headteacher's written report was considered and questions raised, which included the following areas: pupil attendance, pupil behaviour, forest school; likely pupil numbers, 2025-26. • Confirmation was received that the Single Central Record was up to date. • The SFVS was approved for submission. • The risk register was considered and some recommendations were made regarding highlighting key risks. • Reports were received and discussed from chairs of Business and School Improvement committees.
8 April 2025	• Governor approval was given regarding the appointment of the recommended headteacher candidate.
30 April 2025	• An oral report was received by Ofsted inspector following inspection of school on 29 and 30 April 2024. • Agreed that next full governor development should focus on governors and the SEND Code of Practice. • An oral report from Headteacher received and discussed, with governors focussing particularly upon behaviour, especially one specific instance and the support available to the school in dealing with the matter. • The School Development Plan was considered. • Reports were received and discussed from chairs of Business and School Improvement committees. • Governors approved the 2025-26 budget for submission to the Local Authority. • The safeguarding governor's report was considered. • Governor monitoring visit reports were received regarding: early years and foundation (EYFS); special educational needs (SEND); and mathematics.
15 July 2025	• The positive Ofsted report was received and discussed. It was noted that an action plan would be developed and considered by FGB in due course. Actions were already reported against one of the areas for development - attendance. • Written report was received from the Headteacher and discussed. Queries were raised relating to areas including: levels of staff absence; pupil absence; pupil behaviour policy; KS2 results; headteacher handover. • The latest version of the School Development Plan was considered.

	• It was confirmed that the PE and Sports Premium Strategy for 2025-26 had been approved and uploaded. • Reports were received and discussed from chairs of Business and School Improvement committees. • Governor monitoring visit reports were received regarding: English and mathematics. It was also noted that leadership and management was considered in the chair's fortnightly meetings with the Headteacher. • Thanks were given to the Headteacher for her outstanding commitment to the school over the last 14 years.
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4. Attendance at Full Governing Body meetings, 2024-25

Governor name and type of governor	Meeting dates					Attendance
	24 Sept. 2024	10 Dec. 2024	18 Mar. 2025	30 April 2025	15 July 2025	
Jarrold Christian (Parent)	Aps	X	Aps	X	X	3/5
Emma Diamond (Staff)	X	X	Aps	Aps	X	3/5
Tonwen Empson (LEA)	Aps	Aps	X			1/3
Glyn Olden (Co-opt)	Aps	Aps	X	Aps	X	2/5
Susan Jarvis (Co-opt)	X	X	X	X	X	5/5
Helen Main (Co-opted)	Aps	Aps	X	X	X	3/5
Kiran Mejer (Parent)		X	X	Aps	X	3/4
Barry Unwin (Foundation)	X	X	X	X	X	5/5
Andrew Walker (Co-opt)	X	X	X	X	X	5/5
Julieann Watson (Foundation)		X	X	Aps	X	3/4
Amy Wearing (Co-opt)	X	X	X	X	X	5/5
Julie Wills (Head)	X	X	Aps	X	X	4/5
Jessica Wood (Parent)	Aps					0/1
Attendance	6/11	9/12	9/12	7/11	11/11	42/57
	54.5%	75%	75%	63.6%	100%	73.7%

						(84.3% in 2023-24)
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Notes:

Jo Vizor, Deputy Head, attended two Full Governor Body meetings on 24 September 2024, and 18 March 2025. She attended in the role of Acting Headteacher, whilst covering Julie Wills's absence on 18 March 2025.

As at 22 September 2025, there are two vacant governor posts – a Local Authority Governor and a Co-opted Governor.