



CORBY OLD VILLAGE PRIMARY SCHOOL

Minutes of the Full Governing Body meeting held on:

Monday 26th January 2026 at 6.30pm via Teams.

Present: Paula Thomas (PT - Head Teacher); Rachel Hume (RH - Chair); Revd Paul Frost (PF); Dawn Cross (DC); Stephanie Knight (SK).

Apologies: Nick Hayward (NH); Rebecca Keir (RK).

In Attendance: Mike Behnke - Clerk (Syzygy Clerking Services); Vicki Gilmour (VG – Item 4).

NOTE: Governors questions and responses are shown in bold italics.

1. Welcome and Apologies for Absence

- RH welcomed governors to the meeting.
- Apologies were noted and accepted from NH and RK.
- SK was welcomed to her first meeting as a staff governor.
- The meeting was declared as being quorate..

2. Declarations of Interest

- There were no declarations of interest in relation to this meeting.

3. Items for any other business/order variation.

- RSE policy - agreed to email back comments to school with Laura to respond to any comments received.
- Visits

Action: ALL

4. Finance report (VG)

- Detailed finance notes are on GH.

Q: (DC): What does the carry over mean?

VG explained that up to 10% of the money received from NNC can be carried over into the next financial year if not all spent in that year. The c/f currently is more than 10% and some needs to be spent. VG confirmed that it can be set aside on any capital project.

Updates on the notes provided on GH:

- Office conversion: - 2 quotes received for converting the first aid room into an office. A further quote from a builder recommended by Geddington School is awaited, after which all 3 will be sent to governors for a decision.
- Interactive Board: - Original quote received was incorrect, and should be £950, which will be actioned and the Board replaced.
- Biffa Waste Collection: - NNC replied to email saying that they don't offer a food recycling service at the moment. Biffa will recycle food waste, are cheaper and offer the option of paying for 38/39 weeks (which NNC don't offer) as opposed to 52 weeks.
- Governors agreed to switch to Biffa for all future waste collection.
- Policies: - See item 10.

5. Health & Safety (VG)

- Lunch table service: - Didn't happen last week due to a breakdown but rebooked for this Wednesday. The incident was down to user error. Will be checked and a yearly service established.

- Asbestos: - Contacted the recommended company but a response awaited. PF agreed to chase this up, the work required, a small area, needing an asbestos registered specialist.
- PF added that the assessor reported that whilst there was no asbestos risk to it, but it still required some work done, to ensure it doesn't fall (under general H&S maintenance).
Action: PF/VG
- Legionella: - Quote received from Safe Water for remedial work and monthly maintenance/checking. Will be shared with governors.
Action: VG
- Two options are offered – To a) train a staff member to undertake the checks which is expensive or b) for the company to do the work, without the risk of needing to retrain a staff member every time that person leaves.
- Radon Testing: - Required work, last tested in 2021 (arranged by NNC). One area then came back as high, with some remedial works recommended, although no evidence can be found whether that was done or not. NNC have been contacted who are checking their records. As a result, more testing has been booked in for half term week.
- VG was thanked for her update.

6. Minutes of the Previous Meeting (17.11.25)

- The minutes were agreed to be a true record and were signed by the Chair.

7. Matters Arising from above

- PT to check whether the NNC Admissions arrangements consultation was still live – c/f action.
- RH reminded governors of the need to produce and file visit reports under the Visits tab on GH. This was key if a person was not available and any previous actions/notes need to be accessed by someone else. Even screenshots of notes taken on the day were acceptable.
Action: ALL
- All reports to be shared with PT prior to uploading to GH.
- Clerk was asked to check the SCR checking protocol for governors. It was agreed that this should be the responsibility of the Safeguarding governor.
Action: Clerk
- All other actions had been completed.
- VG left the meeting at 6.52 pm.

8. Headteacher's Report

- SL action plans are on GH for all to view. All questions to be emailed to PT.
Action: ALL
- Data has been uploaded to GH, with only GLD predictions missing for this point of the year. The document to be provided to PT by the end of the week after which they will be uploaded to GH by PT.
- PT added that everyone was where they were expected to be at this point of the year, Year 6 having the only expected assessment levels. The majority are sitting within 'working towards' as expected and likely to improve by March. No major anomalies were noted.
- All assessments are now being logged on Arbor by the teachers, which sets a baseline for the end of the year for teachers to see. This allows the teachers to view where the children finished last year, in order to see whether they are making the right progress.

9. Safeguarding Update

- Report not yet completed, PT to still meet with the other 2 DSL's to review what has happened in her absence. Once completed, will be circulated to governors to view.
Action: PT
- She reported that in her absence, MB and YL had done a great job in looking after safeguarding and overseeing the children's safety.

10. Policies

Business Continuity Plan and Critical Incidents Action Plan

- Has been uploaded with all amendments made. Needs to be shared with all people named in it, and those who may be called upon to action any specific areas of the plan. Should be stored in a shared area where all have access to it.

Action: VG

- May be reviewed shortly, as staff will be attending an NNC training session on the BCP. Is likely to remain as a working live document, to be amended as and when required.

Teacher Pay policy

- Uploaded with all amendments. To be shared with teachers, SK to action as the staff governor.

Action: SK**11. Governance Matters**Training

- Advanced Finance training attended by RH.
- Safeguarding training partly completed by DC.

Action: DCVisits

- Dates for Spring term agreed:
 - PF – 10.02.26 at 2.00 pm.
 - DC – 25.02.26 – 9.30 am onwards.
 - RH – Dates to be agreed with PT.
 - RK to be contacted and dates agreed.

Action: RH/PT**Action: PT****12. GDPR Update**

- No update.

13. Celebrating Success

- Year 5 boy came 5th in the county cross country championships in January in the 11 and under category. Has qualified for the next round due on Saturday, representing the county in the Regional Championships.

14. Correspondence

- None received.

15. Any Other Business

- OPAL update: - Sand pit to be installed in 2 weeks' time, the schools asking for any donations of sand pit resources, buckets etc.
- Street Tag was launched at Assembly by the PE lead, the app explained by RH/PT, with points added up and prizes awarded. Prizes are vouchers for sports equipment and playground equipment bags. Steps done count towards the points.
- Tesco tokens – awaiting notification of what has been collected.
- No other business was noted.

16. Confidential Items

- None.

17. Dates of Next Meeting:

- Monday 9th March 2026 – 6.30 pm online via Teams.

Actions

6	To send funding criteria/changes to PT.	NH	c/f
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No.	Actions from this meeting – 14.07.25	Who	Status
8	To undertake autumn monitoring visit on IT.	PF	c/f
No.	Actions from previous meeting – 22.09.25	Who	Status
8	To check school insurance for any lightning protection stipulations.	VG	c/f
No.	Actions from this meeting – 17.11.25	Who	Status
10	To re-circulate link to NNC Admissions arrangements consultation.	PT	c/f
No.	Actions from this meeting – 26.01.26	Who	Status
3	To email comments on RSE policy back to HT for Laura to respond.	ALL	Active
5	To chase up Ben Palmer re the asbestos work quote.	PF/VG	Active
5	To share Legionella quote with governors.	VG	Active
7	To complete and upload all visit reports to the Visits tab on GH.	ALL	Ongoing
7	To check SCR checking requirements .	Clerk	Completed
8	Questions on the SL action plans to be emailed to PT.	ALL	Active
9	To share safeguarding report/update with governors once completed.	PT	Active
10	To share BCP with all named responsible people and to be stored in a safe and accessible place.	VG	Active
10	To share teachers pay policy with all teaching staff.	SK	Active
11	To complete safeguarding training as a matter of urgency.	DC	Active
11	To agree visit dates with PT and RK.	RH	Active

The meeting was closed by the Chair at 7.07 pm.

Signed (Chair of Governors)Date.....