



WELLINGTON PRIMARY SCHOOL

Dudley Hill Road

Bradford

BD2 3DE

Head Teacher: Mrs Joy Wood

MINUTES
Of the
Full Governing Body
Held
Monday 11th May 2026 at 6:15pm

Governors Present	Ambreen Janjua (AJ), Mark Jamieson (MJ, Chair) Joy Wood (JW, Headteacher), Aaron Sidebottom (AS), Tracy McMahon (TM, SBM), Hanna Johal (HJ), Shaila Hamid (SH)
In attendance	Emma Marshall(EM, Clerk)(attended virtually)

Agenda No.	Minutes	Action
42/25	Welcome & Apologies The Chair welcomed governors and school leaders to the meeting. Apologies for absence were received from TY and SS were accepted by the governing board. Governors were informed that AM had submitted her resignation from the governing board earlier that day. The Clerk confirmed that Governor Services had been notified and the necessary records would be updated accordingly. AJ attended the meeting remotely due to childcare commitments. Governors welcomed the arrangements which enabled participation in the meeting. The Chair advised governors that the Local Authority Adviser had identified a potential candidate interested in joining the governing board and had forwarded details for consideration. The information would be circulated to governors following the meeting. Resolved: That the apologies received be accepted.	
43/25	Declarations of interest in items on the agenda Governors were invited to declare any interests in relation to items on the agenda. No declarations of interest were made.	
44/25	Any Other Business and Requests for Order Variations	

	Governors were invited to raise any items of urgent business and to request any variations to the order of the agenda. The Chair advised that a request relating to a term-time leave of absence application would be considered under the relevant agenda item later in the meeting. No further items of urgent business or requests for variations to the order of business were received.	
45/25	Minutes of the Meetings Held on 11 November 2025 and 12 January 2026 and Matters Arising Governors considered the minutes of the meetings held on 11 November 2025 and 12 January 2026. The Clerk apologised for the circulation of earlier draft versions which contained incorrect dates. Revised copies had subsequently been distributed to governors prior to the meeting. Governors confirmed that the minutes provided an accurate record of both meetings. In reviewing matters arising, governors noted that actions from the previous meetings had either been completed or were being progressed appropriately. Governors received an update on the school's financial position and noted that, despite previous forecasts indicating a potential deficit position in future years, changes to staffing, funding and expenditure projections had resulted in a significantly improved outlook. The school was now in a position to set a balanced budget for 2026/27 and a formal deficit management plan was no longer required. Updates were also received regarding governor monitoring visits, safeguarding checks, the implementation of Securely and ongoing discussions relating to the proposed development of a halal kitchen. Governors noted that policies previously circulated electronically had been adopted in accordance with the governing board's agreed approach of utilising Bradford Council model policies where appropriate. Resolved: That the minutes of the meetings held on 11 November 2025 and 12 January 2026 be approved as a true and accurate record.	
46/25	Update Summary from Chair of Resources Committee The Chair provided a summary of the most recent Resources Committee meeting. Governors were advised that the Committee had reviewed safeguarding, staffing and financial matters in detail. The Committee had undertaken a line-by-line review of the proposed 2026/27 budget and recommended its approval to the Full Governing Body. Governors were informed that the school's financial position was significantly stronger than previously projected, enabling a balanced budget to be set for 2026/27.	

	An update was provided regarding the proposed installation of a halal kitchen. Negotiations between Facilities Management and the contractor remained ongoing following changes to the projected costs of the scheme. Governors noted the report.	
47/25	Term-Time Staff Leave of Absence Requests Governors considered a request for term-time leave submitted by a member of staff. The Chair explained that the request related to a pupil who had qualified for a national-level competition. Governors recognised the significance of the achievement and acknowledged the value of supporting pupils who were representing their activity at a high level. Governors discussed the implications for staffing and the potential cost to the school. Consideration was also given to whether alternative arrangements, including the use of PPA time where appropriate, could reduce the impact on the school's budget. Following discussion, governors agreed to approve the request in principle. It was agreed that school leaders would explore whether any flexibility could be achieved through existing working arrangements; however, any remaining period of absence would be authorised as unpaid leave. Resolved: That the request for leave of absence be approved, subject to discussions regarding staffing arrangements and any potential use of existing PPA entitlement.	
48/25	Teaching and Learning Update Governors received an update on teaching and learning across the school. The Headteacher reported positively on preparations for the Year 6 residential visit, with pupil participation numbers having increased significantly since earlier projections. Governors noted that the visit would proceed with 39 pupils attending, including one pupil attending on a modified basis to meet individual needs. Governors discussed the importance of educational visits and considered possible reasons for the decline in participation seen nationally. It was suggested that parental anxiety following the pandemic may be contributing to reduced confidence around residential experiences. School leaders agreed to explore parental views further through future consultation activities. Governors also received an update regarding climate action and sustainability education. A governor shared examples of curriculum developments taking place within their own setting, including biodiversity projects, environmental education and pupil-led sustainability initiatives. Governors discussed opportunities to further develop pupils' understanding of climate action and environmental responsibility. School leaders reported that the school had secured funding for the planting of 30 trees through the Woodland Trust. Governors welcomed the initiative and noted the opportunities it would provide to enhance the outdoor environment and support environmental learning. Governors noted the update.	

49/25	Policies to Ratify Governors considered the policies presented for ratification, including the Attendance Policy, Behaviour Policy, Charges and Remissions Policy and Complaints Policy. It was noted that the Attendance and Behaviour Policies had previously been circulated to governors and had been due for consideration at the cancelled meeting. School leaders confirmed that both policies reflected current practice and had been reviewed in consultation with relevant local authority guidance. Governors were advised that the Attendance Policy required a revised review date. To ensure that a current version remained available on the school website, governors agreed to approve the policy in its current form pending any future amendments. Governors further noted that the Relationships Policy would shortly be subject to review in response to forthcoming statutory changes. It was agreed that the existing policy should remain in place until the revised version was brought before governors. Governors agreed that the Attendance Policy, Behaviour Policy, Charges and Remissions Policy and Complaints Policy be ratified. Any proposed amendments arising from ongoing reviews would be presented to the Full Governing Body at a future meeting. Action: Clerk to include the Attendance Policy and Relationships Policy on the agenda for the next Full Governing Body meeting following completion of the review process.	
50/25	Headteacher's Report Staffing and Workforce Development The Headteacher presented her report and provided governors with an update on staffing matters. Governors were advised that a teaching vacancy continued to be covered through a long-term supply arrangement. The Headteacher explained that an enhanced level of cover had been secured to provide continuity for pupils and consistency in teaching and learning. Unlike a traditional day-to-day supply arrangement, the teacher was fully involved in collaborative planning, assessment activities and report writing. Governors noted that a previously appointed teacher had secured a maternity cover position elsewhere after it became clear that the school was unable to guarantee employment beyond July due to uncertainty surrounding the budget position. The Headteacher reported positively on the school's investment in workforce development through its partnership with Bradford SCITT. Governors heard that the school continued to benefit significantly from training and developing its own teachers. It was noted that trainee teachers and Early Career Teachers (ECTs) brought enthusiasm, innovation and fresh perspectives to the school whilst also contributing to wider school improvement initiatives. Governors were informed that ECTs had taken on leadership responsibilities including Bikeability and Reading Club provision. Governor Question: What impact has the SCITT programme had on school improvement?	

	Response: The Headteacher explained that trainee teachers and ECTs brought new ideas and approaches from other settings and training opportunities. Their enthusiasm, willingness to take on responsibilities and contribution to wider school activities had strengthened leadership capacity and enriched provision for pupils. Governors heard that one ECT had successfully met all required standards to date and remained on track to complete the programme successfully. The Headteacher advised that the improved financial position of the school had enabled leaders to extend employment arrangements for valued staff members and avoid losing talented practitioners to other schools. Governors welcomed the proactive approach to staff retention. An update was provided regarding maternity leave and flexible working requests. Governors were advised that one member of staff would shortly return from maternity leave and had submitted a request to work three days per week. The Headteacher explained that requests were considered in accordance with ACAS guidance and the operational needs of the school. Governors noted that decisions could only be finalised once the staffing structure for September had been confirmed following the resignation deadline. Governors further noted that additional flexible working requests had been received from other members of staff and would be reviewed once the school's staffing establishment for the new academic year was known. Applications linked to medical needs continued to be managed in accordance with relevant employment legislation and reasonable adjustment requirements. School Culture and Sustainability Governors discussed the importance of maintaining Wellington's strong reputation within an increasingly competitive educational landscape. The Headteacher emphasised that positive relationships with parents and carers remained fundamental to the school's success. Governors heard that all staff were expected to treat families with respect and understanding and that positive day-to-day interactions played a significant role in maintaining confidence in the school. Governor Question: How can the school ensure it remains successful and continues to attract pupils in the future? Response: School leaders explained that maintaining high standards of teaching and learning, fostering positive relationships with families and continuing to develop a strong school culture remained key priorities. Leaders stressed the importance of remaining reflective and avoiding complacency. Governors acknowledged that many schools were experiencing falling roll numbers and increased financial pressures. The governing board agreed that Wellington's continued popularity reflected the commitment of staff and leaders to maintaining high standards. Teaching and Learning	
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	The Headteacher reported that writing continued to be an area of focus across the school and acknowledged that this reflected a wider national picture. Governors were advised that staff had recently benefited from high-quality moderation training delivered by external specialists. The school intended to strengthen internal moderation processes further to improve consistency and support teacher judgement. Governors noted that opportunities for moderation across local school networks had reduced as more schools had joined academy trusts, making alternative approaches necessary. The Headteacher highlighted the importance of developing pupils' oracy skills as a foundation for improved writing outcomes. Governor Question: Has the school considered adopting the Voice 21 approach to oracy? Response: The Headteacher confirmed that Voice 21 had been explored and that a number of schools known to Wellington had adopted the approach. Leaders agreed that further work to strengthen oracy provision would support wider improvements in writing and communication skills. Premises and Enrichment Governors received an update regarding premises developments and enrichment opportunities. The Headteacher advised governors that progress continued in relation to the school's solar panel project. Governors were disappointed to learn that Flying Futures had withdrawn its planned holiday provision at short notice. However, discussions had already taken place regarding the possibility of future provision during the summer holidays and an expression of interest had been submitted. Governors welcomed efforts to secure additional opportunities for pupils and families. Governors also discussed the closure of the Friends of Wellington group due to a lack of volunteers. The governing board recognised the significant contribution previously made by the group and explored possible ways of increasing community involvement in future fundraising and enrichment activities. Suggestions included smaller community events, greater involvement from staff and opportunities for volunteers to support individual events rather than committing to committee roles. Car Park Resurfacing Proposal Governors considered a report regarding the condition of the school's two car parks. The Headteacher advised that the tarmac surface in both car parks was beginning to deteriorate and that potholes were developing, creating the potential for a health and safety hazard. Three quotations had been obtained and the matter had previously been considered by the Resources Committee.	
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	Governors were informed that they could either undertake resurfacing of the main car park only and complete the overflow car park at a later date, or complete both projects simultaneously during the summer holiday period. Governor Question: What would be the cost difference if the overflow car park was completed separately at a later date? Response: Governors were advised that the overflow car park element represented approximately £9,000 of the overall project cost. However, undertaking the works separately would increase overall costs due to the duplication of contractor mobilisation and equipment hire charges. The Headteacher advised that the school was forecasting a carry forward of approximately £83,980 and would not be recommending the project if the school was not in a sufficiently strong financial position to proceed. Following discussion, it was proposed, seconded and unanimously agreed that both car parks be resurfaced during the summer holiday period at an estimated cost of £23,500. Resolved: That resurfacing works to both school car parks be approved at an estimated cost of £23,500, to be funded from available reserves and completed during the summer holiday period. Governors thanked the Headteacher for the comprehensive report and noted the updates provided	
51/25	Governor Matters Governor Membership Governors noted the resignation of Andrea from the governing board. The Clerk confirmed that Governor Services had been notified and that the vacancy had been recorded. The Chair advised that a potential governor candidate had been identified through the Local Authority and that further information would be circulated to governors for consideration. Governors also noted that the term of office of TY had expired. JW confirmed that she had spoken with him and that he had indicated his willingness to continue serving on the governing board. It was proposed by the Chair, seconded by TM and unanimously agreed that TY be re-appointed as a Co-opted Governor for a further term of office. Resolved: That TY be re-appointed as a Co-opted Governor for a further term of office. Governor Training	

	Governors received an update regarding training completed since the previous meeting. The Vice Chair provided a summary of safeguarding training undertaken through her professional role, including updates relating to Keeping Children Safe in Education, local safeguarding developments and recent legislative changes. Governors were reminded that safeguarding training remained a mandatory annual requirement for all governors. The Chair highlighted the range of training opportunities available through Governor Services and the online training platform and encouraged governors to continue accessing relevant professional development opportunities Governor Visits Governors discussed governor monitoring activities and future visit arrangements. A governor advised that she was arranging a further visit to school and expressed an interest in undertaking monitoring linked to Science. Governors discussed curriculum link responsibilities and opportunities to gain further assurance regarding curriculum provision. A governor spoke positively about a previous Science monitoring visit and highlighted the effectiveness of discussions with curriculum leaders. Governors agreed that governor visits continued to provide valuable insight into school improvement priorities and curriculum developments. Governors discussed Modern Foreign Languages and considered whether French remained the most appropriate language to be taught within the curriculum. It was noted that whilst French continued to be taught across Key Stage 2, some schools had moved towards Spanish provision. Governors agreed that this may be an area for future consideration. It was agreed that: • Science would remain linked to the current governor. • A governor visit relating to Modern Foreign Languages would be undertaken. • The Mathematics Leader would be invited to attend the next Full Governing Body meeting to provide an update on developments within the subject and the impact of recent initiatives. Policy Link Responsibilities Governors noted that the Online Safety Policy would be due for review later in the year.	
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	Action: Clerk to include the Online Safety Policy on the agenda for a future meeting following completion of the review process.	
52/25	Any Other Business Governors discussed community engagement and fundraising following the cessation of the Friends of Wellington group due to a lack of volunteers. Governors noted that whilst the group had previously raised valuable funds for the school, it had also played an important role in fostering a sense of community amongst pupils, parents and staff. It was acknowledged that maintaining volunteer engagement had become increasingly challenging due to the competing demands on families' time. A governor reflected on previous fundraising initiatives and noted that successful events had included Christmas fairs, community activities and pupil-led enterprise projects. Governors discussed opportunities to continue providing community-focused events without the need for a formal parent committee structure. Several suggestions were considered, including curriculum-linked enterprise activities, pupil fundraising projects, summer community events and staff-led activities supported by parent volunteers where appropriate. Governors also discussed the benefits and risks associated with social media and parent communication groups. It was recognised that whilst social media could support community engagement, appropriate safeguards remained necessary to ensure that communication remained positive and constructive. The Chair suggested that opportunities to strengthen community engagement and fundraising activities be considered further as part of future school development planning.	
Actions 49.1 51.1 51.2	Bring the revised Attendance Policy and Relationships Policy to the Full Governing Body following completion of the review process and any statutory updates. Arrange governor monitoring visits for Science and Modern Foreign Languages. Invite the Mathematics Leader to attend the next Full Governing Body meeting to provide an update on developments within the subject and the impact of recent initiatives.	Responsi bility JW/AS Link governors JW

The chair thanked governors for attending the meeting,

The meeting finished at 20:22