



The Moorland Federation Full Governing Board

Minutes of the meeting held at 7pm on Tuesday 2 December 2025

on Teams

Governors Present	Category	Also Present	Role
Frances Nicholson (Chair)	Foundation	Kathryn Lanning	Clerk
Rev Dowell Conning	Foundation		
Clive Franklin	Foundation		
Rev Ann Gibbs	Foundation		
Paul James	Staff		
Helen Jenkinson	Co-opted		
Daniel Moncrieff	Co-opted		
Hazel Mutter	Parent		
Naomi Philp	EHT, Ex-Officio		
Steven Pugsley	Foundation		
Patrick Watts-Mabbott	Foundation		

Item 1 – Quorum

1.1 The clerk confirmed the meeting was quorate (it remained so throughout).

Item 2 – Welcome, Apologies and Declarations of Interest

2.1 Apologies were accepted from Kim Garner, Julia Kingsford and Rev Helene Stainer. Apologies for lateness were accepted from Paul James and Helen Jenkinson.

2.2 There were no new declarations of interest.

Item 3 – Minutes of previous meetings (papers)

3.1 The Board approved the minutes of the FGB meeting held on 18 September 2025 and the EGM held on 17 November 2025.

Item 4 – Matters Arising / Action Tracker (paper)

4.1 The Board noted updates to the Action Tracker, including the following:

Using AI in Education

4.2 CF had submitted a summary of *Using AI in Education* which would be uploaded to GovernorHub for discussion at the next FGB meeting.

ACTION: Clerk

Governor training

4.3 The Clerk confirmed that governors were up to date with training requirements.

First Aid Training – Bleed Kits

4.4 The Clerk confirmed that CF had provided information about supporting children with bleeding disorders at school and she would forward to staff.

ACTION: Clerk

SEND/AP proposal to be reviewed by governors

4.5 Action closed/overtaken by events.

Moorland Minibuses

4.6 The Board noted that the minibus contract had been re-let, with six-weekly inspections scheduled. The Finance and Pay Committee had received a briefing paper on this at its meeting on 27 November.

Helen Jenkinson and Paul James joined the meeting at this point.

Item 5 – Confidential Item

The discussion on this item is recorded in Part B Minutes

Item 6 – EHT Report (paper)

Data Summary

6.1 The EHT presented a paper on school data for GLD (Good Level of Development) and Phonics included as part of her EHT Report.

6.2 The national average for GLD in 2024/25 was 67.7% and the overall Federation prediction for 2025/26 was 76.36% (42 out of 55 pupils). There would be a focus on support and intervention at Dunster to address low predictions with an action plan. The national average for Year 1 phonics for 2024/25 was 80% and the overall Federation prediction for 2025/26 was 67.8%. There would be a focus on support and intervention at All Saints and St Dubricius to address low predictions with an action plan.

6.3 The autumn term's data drop had not yet taken place so data in the report was based on teacher predictions for end of year. KS2 data for Langford Budville and Dulverton schools would follow as the Federation's LA Bromcom support had only just built the collection point for target setting in Bromcom.

ACTION: EHT

6.4 The EHT commented that the new way of managing data, using data sets from Bromcom, meant that it was possible to look strategically at data across the whole Federation which is more meaningful when dealing with such small cohorts. Next steps would be to look at an analysis of reading, writing and maths for every year group and combined. She invited governors to let her have any comments on the paper and the way in which data is presented to them.

Draft Parent Survey Feedback

6.5 The EHT advised that JK was liaising with Lizi Pravato over the presentation of the parent survey results.

School visits

6.6 The Board agreed to delegate approval and risk management of Category A school visits (non-adventurous/local) to the EHT. The Clerk advised that in future Governor Services would include this in their model Scheme of Delegation.

Question: do you have risk assessments in place for all visits?

Response (EHT): yes, whenever we have an external visit risk assessments have to be uploaded onto EEC Live and they are then forwarded to the LA who can interrogate them.

Question: do you have an external visits coordinator?

Response (EHT): yes PJ is an external visits coordinator.

Charity Cycle Ride

6.7 Governors congratulated those staff involved in the recent cycle ride to raise funds for the Air Ambulance which played a vital role in the tragic coach crash near Wheddon Cross in the summer - [Heads Up for Air Rescue Charity Bike Ride](#) Several governors commented on the very positive media and social media coverage.

Item 7 – Confidential item

The discussion on this item is recorded in Part B Minutes

Item 8 – Safeguarding (papers)

Safeguarding Audit

8.1 The EHT advised that she and AG had had a preliminary safeguarding audit meeting and would submit a final version of the audit return by the deadline of 19 December. AG confirmed that the review had gone well and had not raised any concerns.

8.2 CF commented that, in his experience, the Moorland Federation was unusual in its full compliance with monitoring and filtering standards.

Safeguarding – Governor Monitoring

8.3 The EHT had prepared a paper summarising governors' reports on their safeguarding monitoring visits to schools earlier in the term and invited those governors involved to comment on their visits:

St Dubricius: AG reported on a very positive and enjoyable visit. She had met the very enthusiastic new student council and noted that the children seemed to have a good understanding of safeguarding. A few minor updates needed to be made on the Single Central Record (SCR). She commented that generally SCRs tended to be very up-to-date now, with only very minor amendments required.

Exford: SP reported on a very happy experience at an extremely positive school. A few aspects of pupil voice were work in progress but the low numbers on roll meant that individual voices were heard by staff without the need for mechanisms to enable this.

Timberscombe: HM commented on a very enjoyable visit, noting that the children were very happy to talk about how they keep each other safe and how the school keeps them safe. Information boards were all current with, for example, appropriate information about Christian and British values. The SCR needed one or two minor amendments. She particularly liked the fact that people at Timberscombe refer to other Federation schools as their 'cousins'.

Cutcombe: PW-M reported that the children all seemed very confident, if a little puzzled by the concept of being 'worried' about anything to do with school. There is one SCR for Cutcombe and Exford which PW-M had reviewed and reported that only a few minor amendments were required.

Dulverton schools: DC reported that there was a marked improvement in atmosphere now all children are on one site. A few things still needed bedding in but these are embraced by staff rather than seen as a problem. Only a few minor amendments were required to the SCR.

Dunster: JK had visited and the EHT would let governors have an update once the report is available.

ACTION: JK/EHT

8.4 Governors agreed that they preferred this format of going into schools to look at a something specific then reporting back rather than Planning For Progress weeks. The EHT would adapt the governor monitoring format to reflect this.

ACTION: EHT

Safeguarding issues

8.5 Governors noted statutory safeguarding information set out in the EHT report and the EHT confirmed that there were no additional safeguarding issues to report.

Item 9 – Finance

Finance and Pay Committee Meeting 27 November 2025 (oral)

9.1 Minutes were not yet ready as the meeting had been held very recently but governors noted that the lack of financial data from the LA made it very difficult for the Committee to monitor the Federation's financial position. Only one month 5 report had been available (for Langford Budville), one month 3 report (for Dulverton) and nothing for the First Schools. Governors agreed that at this stage in

the year it was not unreasonable to expect month 6 data to be available for all the Federation's schools.

Audit Review of Finance and Governance (papers)

9.2 Governors congratulated staff on the very positive feedback from the audit review of finance and governance which illustrated that the systems in place – with one or two minor tweaks – work very well.

Item 10 – Federation Development Plan (papers)

10.1 The Board noted the 2025-28 Federation Development Plan which now reflected the new Ofsted Framework.

Item 11 – Policies (papers)

11.1 **The Board noted the updated Policy Schedule and approved the following (all based on LA model policies):**

- **Health and Safety Policy**
- **Finance Policy**
- **Attendance Policy**
- **Child Safeguarding and Protection Policies**
- **SEND Policy**
- **SEND Statement**
- **Supporting Pupils with Medical Conditions Policy**
- **Staff Code of Conduct**
- **Whistleblowing Policy**

11.2 The Board also noted that the following policies had not been reviewed in time for the meeting but would be brought to the next FGB Meeting:

- Teachers' Pay Policy
- Admissions Policies 2027/28
- Behaviour Principles Statement
- Staff Grievance Policy
- Teachers' Appraisal and Capability Policy

Item 12 – Sustainability (paper)

12.1 The EHT reported that Dan Wills, the Diocese Net Zero Officer, had reviewed sustainability plans for all the Federation's schools and his findings had informed a very detailed Sustainability Action Plan.

Question: are there any fundraising opportunities to help make the Federation's minibuses more environmentally friendly?

Response (EHT): a very good suggestion and I will raise this with Dan Wills

ACTION – EHT

Response (CF): The following links might be useful:

Stobart Sustainability fund

<https://elitevehiclechargers.co.uk/electric-car-charging-grants-for-schools-rise-to-2500/>

Item 13 – Link Governor Feedback (oral)

- 13.1 The Chair said she needed to check if all CLA children have been given updated Personal Education Plans.
- 13.2 In response to a question from a governor, the EHT confirmed that she was seeking clarification of the West Somerset Best Start in Life initiative and what this might offer children at the Federation's schools.
- 13.3 Governors noted that pupil premium statements need to be uploaded to the Federation website by 31 December. Sports premium statements need to be uploaded by 31 July each year and statements for 2024/25 were on the Federation website.

Item 14 – Any Other Business

- 14.1 There was no other business and the meeting finished at 9.10pm.
- 14.2 The next FGB meeting would be held on Tuesday 3 February 2026.

Kathryn Lanning
Moorland Federation, Clerk to Governors