CANVEY PRIMARY SCHOOL & NURSERY

Minutes of the Full Governing Body Meeting held on
Wednesday, 2nd September 2026 at 4.30 pm

Governing Body Membership

Name	Governor Designation	Term of Office End Date
Mr Ray Howard MBE #	Local Authority Governor	01/02/2029
Mrs Sally Townsley #	Headteacher	Ex-Officio
Mrs Karen Newcombe #	Staff Governor	01/09/2029
Mrs Lorraine Breading #	Co-Opted Governor (Chair of Governors)	30/06/2027
Mr David Neale #	Co-Opted Governor (Vice-Chair of Governors)	30/06/2027
Mr Michael O'Brien #	Co-Opted Governor	30/06/2027
Mr John Stone #	Co-Opted Governor	01/09/2030
Mr Jamie Withington #	Co-Opted Governor	01/09/2030
Mrs Natasha Hancock #	Co-Opted Governor	01/09/2030
Ms Emma Vickery #	Parent Governor	17/11/2029
Vacancy	***Parent Governor***	
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In Attendance: Mr Ashley Fernon # Miss Helen Maynard # Mrs Lee Lynch #	 Deputy Headteacher/Associate Governor Deputy Headteacher/Associate Governor Associate Governor	
Ms Michelle Ingram #	Acting as Clerk	

 # Indicates attendance

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1. **Welcome and apologies for absence**

   The Acting Clerk welcomed everyone to the meeting. An apology for absence was received and accepted from Emma Terris.

2. **Appointment of Chair to the Governing Body (Clerk to Preside)**

   The Clerk asked for nominations for the role of Chair. Freeman Ray Howard proposed Lorraine Breading this was seconded by Mr John Stone. As there were no further nominations it was unanimously agreed by the Governing Body that Lorraine Breading would undertake the role of Chair of the Governing Body.

   Appointment of Vice Chair to the Governing Body

   The Clerk asked for nominations for Vice Chair. David Neale was proposed by Freeman Ray Howard and seconded by John Stone. As there were no other nominations it was unanimously agreed by the Governing Body that David Neale would undertake the role of Vice Chair of the Governing Body.

3. Declaration of Business Interests/Gifts and Hospitality

There were no declarations made.

4. Notification of any Other Business

Lorraine Breading notified that Governing Body that she would be raising one item under any other business.

5. Instrument of Government

Governors considered and confirmed the Instrument of Government.
Lorraine Breading had contacted the Local Authority regarding confirmation of the Instrument of Government. Confirmation was subsequently received that this had been agreed by the Local Authority on 26th August.

6. Constitution of the Governing Body

Governors confirmed the constitution of the Governing Body as follows:
3 Parent Governors
1 Local Authority Governor
6 Co-opted Governors
2 Deputy Headteachers would become Associate Governors. Lee Lynch would continue as an Associate Governor to help with the transition.

It was also agreed that the term of office would be four years.
Governors confirmed that there had been no resignations since the incorporation of the Primary School.

There are currently two Parent Governor vacancies to be filled. Once Parent Mail is fully operational, Michelle Ingram will circulate a message to all parents inviting expressions of interest in becoming a Parent Governor. Lorraine Breading confirmed that an application form for the role of Governor had been prepared and was circulated for agreement. The agreed form would be sent to the school office in preparation for applicants. It was noted that one parent had already requested a form.

Terms of Reference of Committees.

Governors approved the following Terms of Reference:

- Salaries/Pay Policy Committee
- Pay Appeals Committee
- Staff Disciplinary/Dismissal Committee
- Pupil Discipline Committee

The following points were noted:

- The Salaries/Pay Policy Committee Terms of Reference were agreed.
- The Staff Appeals Committee Terms of Reference were agreed.
- The Pupil Discipline Committee Terms of Reference were agreed.
- It was noted that the Staff Disciplinary/Dismissal Committee Terms of Reference are Aensure the document is available for the next meeting.
- The Terms of Reference for the Finance Working Group were also agreed.

Appointment of Committees 2026/27

A panel of three Governors was appointed to carry out the Headteacher's Performance Review:

- Lorraine Breading
- Mike O'Brien
- David Neale

Finance Working Group

It was agreed that the Finance Working Group would consist of three Governors, the Headteacher and the Finance Manager .

- David Neale (as the Governor Appointed with Responsibility for Finance)
- Lorraine Breading
- Jamie Withington

7. Governor responsibilities 2026/27

Governors agreed the following areas of responsibility for 2026/27:

- **Looked After and Previously Looked After Children:** Mike O'Brien
- **Safeguarding:** Lorraine Breading
- **Health & Safety:** Lee Lynch
- **Equality and Diversity:** All Governors
- **Special Educational Needs:** John Stone
- **Link Governor:** to be agreed

It was noted that Lorraine Breading and David Neale need to arrange appropriate training in monitoring. A monitoring schedule would be prepared in line with the School priorities in the school development plan.

8. Code of Conduct

The Chair asked for all Governors to read and sign the Code of Conduct. This was completed during the meeting, and the signed documents were returned to Lorraine Breading.

9. Standing Orders

Lorraine Breading confirmed that there had been no changes to the Standard Orders. Governors agreed to continue with the existing arrangements, including the four-year term of office.

Lorraine Breading explained the purpose and content of the Standing Orders and asked Governors to ensure they read the document.

Any questions on the documentation received would be considered at the next Governing Body Meeting.

10. Governance Arrangements with Northwick Park

In was in agreed that the existing arrangement would continue for the use of independent

governors between Canvey Primary School & Nursery and Northwick Park School, as and when required.

11. Any Other Business

The Chair informed Governors that she had been made aware of a Canvey Primary Governors What's App group. This has **NOT** been set up by the school, and is not an official group. She asked Governors to be aware of any communication on this group. The Primary School has not and will not be communicating with Governors in this way. All communication will be through the usual channels.
Governors can always check with the Chair if they are concerned.

The Chair informed the Governors that the Finance Working Group will meet with Sam Russell to discuss and develop a suitable budget plan and ensure that the papers are sent out in advance of their next meeting

With no further business, the Chair thanked Governors for attending the meeting.
The meeting closed at 5.30 pm.

12. Dates of future meetings

The next Governing Body meeting will take place on Monday 28th September 2026 at 5pm.

It was noted that the dates previously circulated and that the correct dates will be circulated at their next meeting.