



Special Full Governing Board Meeting

Venue: in School and via Zoom videoconferencing

Date & Time: Tuesday 16th September 2025 at 5.00 pm

Minutes

Governors present	Mr Peter Tyndale (Vice Chair, in the Chair - Zoom), Ms Zoe Ansley-Green (Zoom), Mr Sam Chambers (Zoom), Ms Rakhee Fernando (Zoom – from 5.40), Mrs Chirantha Johnson (Zoom), Mr Adam Malin (Headteacher), Mr Reece Pavani
In attendance	Mrs Laura Burnside (Deputy Headteacher), Ms Sarah Franklin (Deputy Headteacher), Mr Chris Hartley (Clerk – Zoom), Ms Agneta Sinickaite (School Business Manager)

1.	<p>Apologies for Absence</p> <p>a) Apologies for absence were received and approved from Mr Paul Bepey (Chair) and Ms Sarah Scott.</p> <p>b) It was confirmed that the meeting was quorate.</p>
2.	<p>Declarations/Confirmations</p> <p>No governors declared interests in relation to items on the agenda.</p>
3.	<p>Membership</p> <p>There were two vacancies for Co-opted Governors and one for a Parent Governor.</p>
4.	<p>Budget Monitoring Report Periods 1 and 2</p> <p>Ms Sinickaite introduced the BMR which had been shared on Governor Hub and highlighted the main variances:</p> <ul style="list-style-type: none"> • 101 Teaching Staff Salaries: expenditure was currently on track but two teachers were to be appointed on full time contracts which would increase spending • 102 External Support: following the Ofsted report £33.9k had been set aside for external support from Reach and Vicar's Green school which had not been budgeted • 131 Bought In Professional Services was £15k over budget of which £7.0k related to expenditure on Skilz4Life • 201/202 Building maintenance: the budget was in balance but the Headteacher recommended some additional spending to transform the library into an ICT suite with further spending on ICT equipment. Q: do our computers run Windows 10 which will not be supported for much longer? A: the Headteacher had met ICT support last week who recommended a Microsoft package which would extend Windows 10 for a further two or three years. • 725 SEN Income was ahead of budget but was expected to be in balance at year end

	<ul style="list-style-type: none"> 739 Nursery Income was currently on target but a decision would have to be taken about Nursery provision for the autumn, specifically whether an increase from the current 15 hours to 30 hours was sustainable <p>After accounting for all additional expenditure and income the forecast budget carry forward was a surplus of £31k. This figure incorporated the prior year's carried-forward surplus and had received approval from the Governing Board. The Headteacher alerted governors to the three legal cases currently open which might add further to the deficit. The most recent of these was a disability discrimination claim from a former pupil which had been received last week.</p>
5.	<p>Budget Plan 2025-27</p> <p>The Headteacher presented the revised budget plan for 2026–27, necessitated by reduced revenue resulting from a decline in pupil numbers following the decision to reduce intake by one form of entry. It was noted that an extension of Nursery provision from 15 to 30 hours from September could further increase the deficit; a recommendation on this would be brought to the Governing Body once the school census data has been finalised this term.</p> <p>The revised budget plan for 2026–27 was approved, with a projected deficit in the range of £150k–£200k. Should this position materialise, the school would be required to agree a three-year budget recovery plan with the Local Authority.</p>
6.	<p>Any Other Business including any Correspondence Received</p> <p>a) Policies: a long list of policies had been posted on Governor Hub for approval by governors at the meeting on 1st October. Mr Peter Tyndale offered to allocate these to groups of governors so that all governors did not have to read them all. Action: Peter Tyndale.</p> <p>b) Review of Governance: the Headteacher had met Ms Paula Passee from Governor Services and would be recommending to the Full GB that two GB committees – Curriculum and Finance & Resources - be set up. At the meeting governors would be asked to nominate chairs and members of the committees assisted by a skills audit which the clerk was asked to conduct. Action: Clerk. Ms Passee would be signposting appropriate training for governors, particularly where safeguarding updates were required, and would arrange whole GB training on Ofsted preparation.</p>
7.	<p>Date of Next Meeting</p> <p>Wednesday 1st October 2025 at 5.00 pm.</p>
8.	<p>Confidential Business</p> <p>There was none.</p>

The meeting concluded at 6.20 pm

Signed: _____

Date: _____

Summary of Action Points

#	Minute	By Whom	Action	When
1	6a	Peter Tyndale	Allocate policies to governors for review	By 1 st October
2	6b	Clerk	Conduct governor skills audit	By 1 st October