



Full Governing Board Meeting

Venue: in School and via Zoom videoconferencing

Date & Time: Wednesday 1st October 2025 at 5.00 pm

Minutes

Governors present	Ms Sarah Scott (Chair), Mr Peter Tyndale (Vice Chair - Zoom), Ms Zoe Ansley-Green, Mr Paul Bepey (Zoom), Mr Sam Chambers, Ms Lesley Connor, Mrs Rakhee Fernando (Zoom), Mrs Chirantha Johnson (Zoom), Mr Adam Malin (Headteacher)
In attendance	Mrs Laura Burnside (Deputy Headteacher), Ms Abigail Donnelly (Assistant Headteacher), Mr Chris Hartley (Clerk - Zoom), Ms Agneta Sinickaite (School Business Manager)

1.	Apologies for Absence a) There were no apologies for absence. b) It was confirmed that the meeting was quorate.
2.	Declarations/Confirmations a) No governors declared interests in relation to items on the agenda. b) Governors were asked to check DBS registrations, complete Register of Interest forms and GB Code of Conduct, Governor Disqualification and Keeping Children Safe in Education confirmations on Governor Hub. Action: All Governors.
3.	Chair and Vice Chair Elections a) Ms Sarah Scott was nominated and elected as Chair for 2025-26. The Headteacher and governors thanked Mr Paul Bepey for his service to the school and the Governing Board as Chair . b) Mr Peter Tyndale was nominated and elected as Vice Chair for 2025-26.
4.	Membership a) Co-opted Governor: Mr Reece Pavani had submitted his resignation from the Governing Board and he was thanked for his service. b) Ms Lesley Connor was welcomed to the meeting and she was nominated and elected as a Co-opted Governor for a four year term of office. c) Parent Governor: there was one vacancy. The Headteacher reported that he would be writing to parents shortly and would include an invitation to submit nominations for this vacancy. Action: Headteacher. d) There were currently two vacancies for Co-opted Governors and one for a Parent Governor.
5.	Minutes of the Last Meeting and Agreed Actions The minutes of the meetings held on 16 th July and 16 th September 2025 were approved as correct records. a) 16 th July Minute 4a, Young Carers: Ms Abigail Donnelly as DSL and SENCO, the Headteacher would be sending a questionnaire to parents which should

	<p>uncover any young carers that the school was not aware of. She would report on this to governors. Action: Ms Donnelly.</p> <p>b) Minute 4b: Ms Ansley-Green had written a report of her music visit and undertook to forward this for circulation to governors. Action: Ms Ansley-Green.</p> <p>c) Minute 6, PTA: the Headteacher said that he was thinking of inviting parents to nominate class representatives and that this might evolve into a PTA if there was interest. He undertook to discuss this further with Mrs Fernando. Action: Headteacher.</p> <p>d) Minute 8, Subject Leader reports: it was agreed that action plans rather than subject leader reports would be shared with the Curriculum Committee if agreed.</p> <p>e) Minute 9b, Safeguarding Audit: the LA had suggested conducting this but it was noted that Reach Academy had conducted one, the outcome of which had been shared with the Chair and Vice Chair.</p> <p>f) Pupil Premium and Sports Premium reports: Mrs Burnside was working on the Pupil Premium report which would evaluate what had been done last year and set targets for this year. The external provider Sports Impact was supporting the PE lead in developing a Sports Premium action plan aligned to how Sports Premium grant was being allocated.</p> <p>g) 16th September Minute 6b, Governor Skills Audit: the clerk reported that responses to the evaluation tool on Governor Hub had been disappointing so he was asked to circulate the NGA skills audit with a target for governors to complete and return this before half term. Action: Clerk.</p> <p>Other actions identified at the meetings had either been completed or were on the agenda.</p>
<p>6.</p>	<p>Headteacher's Report</p> <p>The Report had been posted on Governor Hub and the Headteacher invited questions.</p> <p>a) Parental Complaints: a complaint had been received into which the Headteacher was conducting a Stage 1 investigation. The same parent had lodged a discrimination claim and the appointed legal advisor was exploring the possibility of reconciliation of both issues to avoid the need for legal action. In addition the LA had informed the school of an Ofsted complaint that would be investigated by the LA adviser Liz Strong. Reach Academy had offered support in training governors for their role in handling complaints. The revised budget approved at the last meeting did not account for legal costs so the budget was being revised for possible savings to cover costs that could amount to £10k. Q: do we have legal expenses insurance to cover these claims? A: no.</p> <p>b) Behaviour: In addition to those included in the report there had been two fixed term suspensions and one racist incident had been recorded.</p> <p>c) Curriculum: this week it had been agreed to change to the White Rose Maths scheme of work.</p> <p>d) School Roll: there were currently 54 vacancies across the school.</p> <p>e) Attendance: Q: does the attendance manager share data with SLT? A: yes, data is shared weekly and cases are followed up with parent meetings.</p>
<p>7.</p>	<p>Curriculum Items – New Ofsted Framework</p> <p>The Headteacher reported that he was meeting the LA adviser to discuss training for governors in their responsibilities under the new framework and he would liaise with the Chair and LA for future support dates. Action: Headteacher.</p>

8.	<p>Finance Items – Lettings Policy</p> <p>The Headteacher reported that an approach had been received from Skills for Life for a letting in the Christmas and Easter holidays and for four weeks in the summer which was expected to produce an income of £4-5k. The Lettings Policy had been revised and was included in the list of policies for approval later in the meeting.</p>
9.	<p>Committees and Panels</p> <p>a) Committees</p> <p>The LA adviser had suggested that to assist governors in their role of scrutinising the school the work of the GB might be conducted in two committees – Curriculum and Finance & Resources – reporting to one meeting of the full GB per term. This proposal was approved and the membership of the committees was confirmed as follows:</p> <p style="padding-left: 40px;">Curriculum Committee: Ms Zoe Ansley-Green, Mr Sam Chambers, Ms Rakhee Fernando, Ms Sarah Scott</p> <p style="padding-left: 40px;">Finance Committee: Mr Paul Bepey, Ms Lesley Connor, Mrs Chirantha Johnson, Mr Peter Tyndale</p> <p>The Chair undertook to consult about dates for virtual meetings of committees and in person full GB meetings for the rest of the academic year. Action: Chair. The Clerk was asked to draft terms of reference for the committees based on the LA model for approval by the committees and ratification by the full GB. Action: Clerk. The committees would be asked to select their chairs at their first meetings.</p> <p>b) Headteacher’s Performance Panel</p> <p>Membership of the panel for the 2025 review was agreed as Ms Zoe Ansley-Green, Mr Paul Bepey and Ms Sarah Scott. The external adviser Mr Rory McCormack was reappointed and it was suggested he might also be asked to conduct a mid-year review and report to governors. The Headteacher reported that teachers’ targets were being set this term for review in January and April and end of year performance review meetings.</p> <p>c) Senior Appointments Panel</p> <p>Governors agreed to make themselves available as necessary. All governors were encouraged to undertake Safer Recruitment training.</p> <p>d) Complaints, Exclusion, Staff Disciplinary and Appeals Panels</p> <p>Governors agreed to make themselves available as necessary.</p>
10.	<p>Named Governors</p> <p>a) Named Governors for the statutory roles were agreed as follows:</p> <p style="padding-left: 40px;">Child Protection Governor: Ms Sarah Scott</p> <p style="padding-left: 40px;">Deputy Child Protection Governor: Mr Paul Bepey</p> <p style="padding-left: 40px;">Health & Safety Governor: Mr Peter Tyndale</p> <p style="padding-left: 40px;">Looked After Children Governor: Mrs Chirantha Johnson</p> <p style="padding-left: 40px;">Pupil Premium Governor: Mrs Chirantha Johnson</p> <p style="padding-left: 40px;">SEND Governor: Mrs Rakhee Fernando</p> <p>b) For non-statutory roles it was agreed to assign governors to the school’s priority areas for development rather than curriculum areas. Once governors had completed the Skills Audit the Chair and Headteacher would liaise to assign governors to SDP areas. Action: Chair and Headteacher.</p> <p>c) Named Governor/ Governor Visit Reports: there were none.</p> <p>d) Website Compliance: Ms Zoe Ansley-Green offered to review website compliance and feed back to the Headteacher and FGB. Action: Ms Ansley-Green.</p>

11.	<p>Safeguarding</p> <p>a) Governor Check of Single Central Record: the Chair undertook to do this term's check. Action: Chair.</p> <p>b) Safeguarding Training: it was noted that governors' safeguarding training was mandatory and all governors were asked to check that their training was up to date. Hounslow training was scheduled for 23rd September and 28th April (post meeting note: further session added for 14th January, with safeguarding briefing on 19th November). The Clerk was asked to signpost NGA safeguarding training: https://www.nga.org.uk/training/directory/essential-safeguarding/. In addition National College training was available: https://nationalcollege.com/pages/governors.</p> <p>c) Prevent training for governors was also mandatory and the Clerk was asked to signpost this: https://www.nga.org.uk/news-views/directory/the-prevent-duty-the-vital-role-of-governing-boards/.</p> <p>d) Governors who had not already done so were asked to complete this training before half term and notify the Clerk that they had done so. Action: All Governors.</p>
12.	<p>GB Self Evaluation, Governor Training and Development Needs</p> <p>a) There were no reports on training attended. Mr Peter Tyndale and the Headteacher had attended performance management training for SLT.</p> <p>b) Training Courses: the Autumn Term LA training programme was at https://servicesforschools.hounslow.gov.uk/Training</p> <p>c) In addition E-learning modules were available at www.moderngovernor.com</p> <p>d) Further training opportunities and support material were available from the NGA: https://www.nga.org.uk/training/directory/?Training+type=Individual+training</p> <p>e) Ms Lesley Connor offered to review the training that governors had completed and to suggest training, including mandatory training for governors, to fill any gaps identified by the Governor Skills Audit. Action: Ms Connor.</p>
13.	<p>Policies</p> <p>The following new or revised policies were approved with review dates shown:</p> <p>Accessibility Plan December 2027</p> <p>Admissions Policy October 2026</p> <p>Attendance and Punctuality Policy October 2026</p> <p>Charging and Remissions Policy October 2026</p> <p>Child Protection and Safeguarding Policy October 2026</p> <p>Complaints Policy and Procedure October 2028</p> <p>Data Protection Policy October 2026</p> <p>Equality Policy October 2028</p> <p>Exclusion Guidance and Legislation October 2026</p> <p>Grievance Policy and Procedure October 2026</p> <p>Health and Safety Policy October 2026</p> <p>Lettings Policy September 2028</p> <p>Model Pay Policy 2025-26 September 2026</p> <p>Relationships and Behaviour Policy October 2026</p> <p>Relationships and Sex Education Policy October 2028</p> <p>Special Education Needs and Disability Policy October 2026</p> <p>Staff Code of Conduct October 2028</p> <p>Uniform Policy October 2028</p>

	Whistleblowing Policy September 2026
14.	Any Other Business including any Correspondence Received There was none
15.	Confidential Business There was none.
16.	Dates of Meetings The Chair undertook to consult about dates for virtual meetings of committees and in person full GB meetings for the rest of the academic year. Action: Chair.

The meeting concluded at 9.00 pm

Signed: _____

Date: _____

Summary of Action Points

#	Minute	By Whom	Action	When
1	2b	All Governors	Check DBS and complete Register of Interest forms and GB Code of Conduct, Governor Disqualification and Keeping Children Safe in Education confirmations on Governor Hub	Asap
2	4c	Headteacher	Invite nominations for Parent Governor vacancy	Asap
3	5a	Ms Donnelly	Report on Young Carers	Next meeting
4	5b	Ms Ansley-Green	Circulate report on music visit	Asap
5	5c	Headteacher	Discuss launch of class representative system with Mrs Fernando	Asap
6	5g	Clerk	Circulate NGA Governor Skills Audit	Half term
7	7	Headteacher	Liase with LA for governor training in the new Ofsted framework	Asap
8	9a	Chair	Suggest dates for two virtual committees and one Full GB per term	Asap
9	9a	Clerk	Draft terms of reference for the committees for approval by the committees	This term
10	10b	Chair & Headteacher	Propose Named Governor roles related to school priority areas	Next meeting
11	10d	Ms Ansley-Green	Review website for compliance	Asap
12	11a	Chair	Complete Governor Check of Single Central Record	Before end of term
13	11d	All Governors	Complete mandatory Safeguarding and Prevent training	Asap
14	12e	Ms Connor	Review governors' training record and suggest training to fill any gaps identified	Asap