



## Special Governing Board Meeting

Venue: Zoom Videoconferencing

Date & Time: Wednesday 29<sup>th</sup> January 2025 at 6.00 pm

### Minutes

<b>Governors present</b>	Mr Paul Bepey (in the Chair), Mr Peter Tyndale (Vice Chair), Ms Zoe Ansley-Green, Mr Sam Chambers, Mrs Chirantha Johnson, Mrs Iman Basu Roy (Consultant Headteacher)
<b>In attendance</b>	Mr Chris Hartley (Clerk)

<b>1.</b>	<p><b>Apologies for Absence</b></p> <p>a) There were no apologies for absence.</p> <p>b) Other absent governors: Mr Michael Collier, Mrs Rakhee Fernando, Mr Monish Mehra, Ms Harpreet Sahota.</p> <p>c) It was confirmed that the meeting was quorate.</p>
<b>2.</b>	<p><b>Declarations/Confirmations</b></p> <p>a) Mrs Basu Roy declared as an interest her position as Headteacher of an Ealing school.</p> <p>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. <b>Action: All Governors.</b></p>
<b>3.</b>	<p><b>Membership</b></p> <p>a) Co-opted Governor: Mr Karl Palmer had submitted his resignation and he was thanked for his service to the school and the Governing Board.</p> <p>b) Parent Governor: it was noted that Mr Monish Mehra had not attended meetings or submitted apologies for at least the whole of the academic year and that therefore his appointment should lapse. The Clerk was asked to communicate this decision to Mr Mehra. <b>Action: Clerk.</b> The school was asked to arrange a Parent Governor election as soon as practicable. <b>Action: Headteacher.</b></p> <p>c) There were two vacancies for Co-opted Governors. The Clerk was asked to seek new governors from Governors for Schools (<b>Action: Clerk</b>) and all staff and governors were invited to suggest names of possible new governors.</p>
<b>4.</b>	<p><b>Committees</b></p> <p>In view of the importance of focussing on teaching and learning in the period leading up to the next Ofsted monitoring visit the Chair proposed, and governors <b>agreed</b>, that the usual programme of GB committees should be put on hold and that governors should meet as a full Governing Board to enable them to support the school through the Ofsted process. The next full GB meeting was <b>agreed</b> for Wednesday 19<sup>th</sup> March at 6.00 pm via Zoom, and the next in school on a date to be agreed in the last week of April or first week of May. In the meantime all</p>

	governors were encouraged to arrange visits so that they could be in a position to answer inspectors' questions. <b>Action: All Governors.</b>
<b>5.</b>	<b>Named Governors</b> It was <b>agreed</b> to revisit the appointment of Named Governors at the next meeting when GB vacancies had been filled.
<b>6.</b>	<b>Consultant Headteacher's Report</b> The Headteacher went through her notes (attached) which would be posted on Governor Hub. Sam Chambers, Staff Governor, commented that staff morale was good and that Iman had made a positive impact. Sam left the meeting at 6.45 pm. Governors asked that the parent newsletters be circulated to them, and the Headteacher reported that they were available on the website: <a href="https://www.edwardpauling.hounslow.sch.uk/page/?title=Newsletters&amp;pid=15">https://www.edwardpauling.hounslow.sch.uk/page/?title=Newsletters&amp;pid=15</a>
<b>7.</b>	<b>Headteacher Recruitment Update</b> The Headteacher reported that the vacancy had been readvertised at the beginning of term and there had been a number of visits by potential candidates. The closing date was 31 <sup>st</sup> January, the shortlisting meeting on 12 <sup>th</sup> February and interviews on 26 <sup>th</sup> February. Governors on the panel would be Paul Bepey, Zoe Ansley-Green and Peter Tyndale.
<b>8.</b>	<b>Any Other Business including any Correspondence Received</b> There was none.
<b>9.</b>	<b>Date of Next Meeting</b> Wednesday 19 <sup>th</sup> March at 6.00 pm via Zoom

The meeting concluded at 7.00 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	3b	Clerk	Inform Mr Mehra	Asap
3	3b	Headteacher	Arrange Parent Governor election	Asap
4	3c	Clerk	Log Co-opted Governor vacancies with Governors for Schools	Before end of term
5	4	All governors	Arrange visits to school	Asap

## Update from Headteacher – EPPS January 2025

I feel lucky to be a part of this journey . - Will be doing my best to move the school on at speed

Felt welcome and staff have been supportive and that is encouraging.

Website Compliance	New website has been launched Up to date material has been uploaded All statutory policies are now available Curriculum Section – needs more work
Parent Comms	Fortnightly Newsletter Gate presence
Staff Communication	Outlook Calendar being used and populated
Staffing	3 maternity Leaves 3 Paternity Leaves Advertised – 2 positions Part-time teachers being covered by TA HT Recruitment – few candidates for visits
Pupil Numbers	There has been a drop FS1 (23) & FS2 (48-4) particularly low
Learning Environment	INSET Working Walls (KS1& KS2) Maths resources Positivity & Belonging Wall
Medium Term Plans	Streamlined targeted time allocation Time allocated for assessment and gap analysis
English Plans	Work in Progress –LA SIP Focusing on the learning journey – sequence of lessons
Curriculum	Curriculum Maps Completed for Spring Subject Intent Statements – Next focus Whole school Intent - Next focus Subject Implementation – Something that we need to slowly chip away at
Knowledge Organisers	Work in progress – foundation subjects
Home Learning	Schedule has been drafted and shared with parents
Marking & Feedback	Starting expectations have been set Book scans – work to be done
Curriculum Resources	Atlases Dictionaries Thesaurus Globes Yr 6 SATS Practice books
EYFS	Reading Area Nursery Reading area Meeting LA Advisor – teaching and learning
Profile of Reading	Range of reading books Book Areas Photos of chn reading books