



## Full Governing Board Meeting

Venue: in School

Date & Time: Wednesday 19<sup>th</sup> June 2025 at 3.45 pm

### Minutes

<b>Governors present</b>	Mr Paul Bepey (Chair), Mr Peter Tyndale (Vice Chair), Ms Zoe Ansley-Green (remote), Mrs Laura Burnside (Acting Headteacher), Mrs Rakhee Fernando, Mrs Chirantha Johnson, Mr Adam Malin (Headteacher Designate), Ms Sarah Scott
<b>In attendance</b>	Ms Rebecca Cramer (Adviser), Mrs Sarah Franklin (Deputy Headteacher), Mr Chris Hartley (Clerk - remote), Ms Agneta Sinickaite (School Business Manager)

<b>1.</b>	<p><b>Apologies for Absence</b></p> <p>a) Apologies for absence were received and approved from Mr Sam Chambers.</p> <p>b) Other absent governor: 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) No governors declared interests in relation to items on the agenda.</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) Headteacher: Mrs Iman Basu Roy's appointment as Consultant Headteacher had ended and she was thanked for her service to the school. Mrs Laura Burnside had been appointed Acting Headteacher until Mr Adam Malin takes up his appointment next term.</p> <p>b) Co-opted Governor: Ms Sarah Scott had expressed interest in joining the Governing Board and introduced herself. Ms Scott was nominated and <b>appointed</b> as a Co-opted Governor for a four year term of office.</p> <p>c) Co-opted Governor: Mr Reece Pavani had expressed interest and would tour the school shortly. Mr Pavani would be invited to the next meeting for confirmation. <b>Action: Clerk.</b></p> <p>d) Co-opted Governor: Ms Harpreet Sahota had not attended since November and had not sent apologies. It was agreed to inform Ms Sahota that her appointment as a governor had lapsed. <b>Action: Clerk.</b></p> <p>e) Parent Governor: there was one vacancy. It was agreed to invite nominations at the beginning of next term. <b>Action: Headteacher.</b></p> <p>f) There were currently three vacancies for Co-opted Governors and one for a Parent Governor.</p>
<b>4.</b>	<p><b>Minutes of the last meeting on 19<sup>th</sup> March 2025 and Agreed Actions</b></p> <p>The minutes of the last meeting 2025 were <b>approved</b> as a correct record.</p>

	<p>Actions. Minute 3a: Mrs Burnside undertook to arrange a card for Mr Mike Collier.  <b>Action: Mrs Burnside.</b>  Other actions identified at the last meeting had either been completed or were on the agenda.</p>
5.	<p><b>Finance &amp; Premises</b></p> <ul style="list-style-type: none"> <li>• <b>Budget Plan 2025-26:</b> Ms Sinickaite introduced the draft budget which projected a small surplus of £38k at year end which was expected to change through the year. As governors had not had a chance to study the draft budget comments were invited by 25<sup>th</sup> June, after which the budget would be deemed to have been approved for submission to the LA.</li> <li>• <b>Budget Monitoring Report:</b> Agneta shared the report for periods 1 and 2 of 2025-26. Licences were at 52% of budget because these were mostly annual payments. Most Learning Resources budgets were underspent. Building maintenance budgets were slightly overspent because of up front spending.</li> <li>• <b>SFVS:</b> the return had been approved at the last meeting and submitted to the LA.</li> <li>• <b>Premises Update:</b> this was covered in the Acting Headteacher's Report.</li> </ul>
6.	<p><b>Acting Headteacher's Report</b></p> <p>The report had been circulated and Mrs Burnside highlighted the following:</p> <ul style="list-style-type: none"> <li>• <b>School Context:</b> 52% of pupils were EAL (national average 23%) and 64% were non-white (NA 31%). The number of Pupil Premium pupils was low, with only 8.7% of Reception being PPG compared with 24.3% nationally. <b>Q:</b> does this affect the school budget? <b>A:</b> yes, the lower numbers and the reduced level of PPG funding will have implications for the budget.</li> <li>• <b>School Roll:</b> there were a total of 408 pupils on roll including Nursery. There had been 29 confirmed applications for Reception in September which meant that with governors' decision at the last meeting to reduce to one form of entry the Reception class would be full.</li> <li>• <b>Nursery:</b> despite governors' support for offering only a morning session from September there had been only 12 applications for the September morning session which would have staffing implications for the Nursery.</li> <li>• <b>Staffing Update:</b> one teacher had submitted a resignation, so the vacancy would not be filled and there would be no need for redundancies as a result of the reduction in forms of entry. Two members of staff on long-term absence had completed their phased returns.</li> <li>• <b>Quality of Education:</b> the School Partnership Improvement Plan, developed in consultation with the LA advisor Liz Strong, had been circulated and Laura Burnside took governors through the actions in place to achieve the four objectives – to develop the English and Maths curricula, to improve the quality of teaching and to develop the strategic overview of the curriculum. Laura introduced Rebecca Cramer of Reach Academy who outlined the support that was being provided by Reach. This included CPD focussing on participation ratios, supported writing moderation and phase leader support. This term's work included a safeguarding audit and Single Central Record review and next term the focus would be on the website. Laura introduced the Hounslow Peer Challenge report which had confirmed the school's SEF judgements.</li> <li>• <b>Professional Development Opportunities:</b> Sarah Franklin summarised the CPD programme which for this term focussed on modelling. Governors wished Sarah well as she commenced maternity leave.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Pupil Outcomes and Assessment:</b> end of year predictions based on internal data were Reading 79% expected standard, Writing 79% and maths 79%. The actual outcomes would be discussed at the next meeting.</li> <li>• <b>Behaviour &amp; Attitudes:</b> there had been one external suspension since the last meeting, with the pupil concerned receiving support from the Woodbridge Park behaviour specialist teacher. There had been some tricky behaviour in KS1 with two suspensions this week and a further suspension in year 6. <b>Q:</b> are these pupils with EHCPs? <b>A:</b> no, they are receiving SEND support but do not have EHCPs. <b>Q:</b> how do you reintegrate them? <b>A:</b> as well as reintegration meetings for the pupils SLT members provide resources such as the NSPCC 'PANTS' programme for the whole year group involved if the behaviour is related to safeguarding. <b>Q:</b> as social media was an issue are you addressing this to pre-empt these behaviours? <b>A:</b> yes, the mobile phone policy is on the review list and we do assemblies on staying safe online.</li> <li>• <b>Personal Development:</b> all year groups had had a school trip but Laura said that coach travel was getting very expensive and some parents were not able to fund their child's trip. Hounslow Music Service had had to be cancelled as the teacher allocated to the school had been posted elsewhere. New clubs might be offered next term but the current model of these being run by TAs was not sustainable.</li> <li>• <b>Upcoming Events:</b> governors were welcome to attend the Summer Fair on 4<sup>th</sup> July and the Year 6 production on 10<sup>th</sup> July.</li> <li>• <b>Attendance:</b> overall attendance was 93.4% with 21.4% of pupils persistently absent (national average 23%). One pupil was below 50% attendance due to mental health issues.</li> <li>• <b>Health &amp; Safety/Premises Update:</b> summer works included school and kitchen deep clean, sports equipment inspection and wifi upgrade.</li> </ul> <p>Governors thanked the Acting Headteacher for her report.</p>
7.	<b>Staffing Update</b> This had been covered in the Acting Headteacher's Report.
8.	<b>Safeguarding Update</b> <ul style="list-style-type: none"> <li>• 2 children were on Child Protection Plans, 2 on Child in Need Plans and 12 referrals had been made to Children's Services. Governors asked for data on young carers to be included in the next HT Report. <b>Action: Headteacher.</b></li> <li>• Governor Check of Single Central Record: this had been completed by Paul Bepey.</li> </ul>
9.	<b>GB Self Evaluation, Governor Training and Development Needs</b> There were no reports of governor training.
10.	<b>Governor Visits</b> Zoe Ansley-Green had made a Music visit and would prepare a report. <b>Action: Ms Ansley-Green.</b>
11.	<b>Policies</b> There were no policies for approval by governors.
12.	<b>Any Other Business including any Correspondence Received</b> <b>Parental Complaint:</b> a complaint had escalated to stage 2 and three governors were required for a panel. Paul Bepey, Peter Tyndale and Sara Scott volunteered. The parent did not want to attend and it was hoped that the panel could conduct its review on 25 <sup>th</sup> June.
13.	<b>Date of Next Meeting</b> Wednesday 16 <sup>th</sup> July at 5.00 pm.
14.	<b>Confidential Business</b>

There was none.
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The meeting concluded at 5.20 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	3c	Clerk	Invite Mr Pavani to next meeting	Asap
3	3c	Clerk	Write to Ms Sahota	Asap
4	3e	Headteacher	Arrange Parent Governor elections	Next term
5	8	Headteacher	Report on Young Carers	Next HT Report
6	10	Ms Ansley-Green	Report on music visit	Asap