



Full Governing Board Meeting

Venue: Zoom Videoconferencing

Date & Time: Wednesday 19th March 2025 at 6.00 pm

Minutes

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

1.	<p>Apologies for Absence</p> <p>a) There were no apologies for absence.</p> <p>b) Other absent governor: Ms Harpreet Sahota.</p> <p>c) It was confirmed that the meeting was quorate.</p>
2.	<p>Declarations/Confirmations</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. Action: All Governors.</p>
3.	<p>Membership</p> <p>a) Co-opted Governor: Mr Michael Collier had submitted his resignation and he was thanked for his service to the school and the Governing Board. The Headteacher undertook to arrange a card thanking Mr Collier for his service. Action: Headteacher.</p> <p>b) Parent Governor: Mr Sam Chambers reported that he knew a parent who might be interested in this vacancy. The Headteacher agreed to seek nominations and if no further candidates expressed interest to invite governors to make this appointment at the next meeting. Action: Headteacher.</p> <p>c) There were three vacancies for Co-opted Governors. These vacancies had been notified to Governors for Schools and one possible candidate had been suggested but it had not been possible to contact him. All staff and governors were invited to suggest names of possible new governors.</p>
4.	<p>Minutes of the last meeting on 29th January 2025 and Agreed Actions</p> <p>The minutes of the last meeting held on 29th January 2025 were approved as a correct record.</p> <p>Actions agreed at the meeting had either been completed or were on the agenda.</p>
5.	<p>Consultant Headteacher's Report</p> <p>The Headteacher's Report had been circulated and she highlighted the following:</p> <ul style="list-style-type: none"> • Nursery Numbers: there had been 29 applications (11 x 30 hours and 19 x 15 hours) for September. The Headteacher therefore recommended that to

reduce losses the Nursery PAN should be reduced to 26 so that morning sessions only were offered from September. Staff could be redeployed in the afternoon elsewhere in the school. There were currently only five children in the afternoon session but a qualified teacher still had to be employed. **Q:** if numbers continue to decline should we consider closing the Nursery? **A:** we expect sufficient numbers for the morning session for the time being. The proposed reduction of the Nursery PAN to 26 was **approved**.

- **Reception Numbers:** there had been 26 first preference applications for Reception places. As primary school numbers were declining locally and nationally and there were not enough applications for two forms of entry the LA had suggested that the school should reduce its PAN for 2025-26 to 30. Staffing two classes with several vacancies would put tremendous pressure on an already stretched budget. The Headteacher emphasised that this was not a permanent change and would be reviewed next year in the light of progress on the improvement plan. **Q:** how does this affect staffing? **A:** we have some maternity leaves coming up so we can redeploy staff to avoid making redundancies. Following discussion the reduction of the Reception PAN to 30 for 2025-26 was **approved**.
- **Mobility:** 9 pupils had joined since September and 15 had left: 5 to other Hounslow schools, 9 to out of borough schools and 1 to home education.
- **SEND & Pupil Premium:** there were 14 EHCP pupils, 62 SEND support and 81 Pupil Premium. There were 2 Looked After Children and 2 previously-LAC. Two pupils were on Child Protection Plans and 2 on Child in Need Plans.
- **Quality of Education:** priorities for summer term and onwards were to build capacity amongst subject leaders, develop the profile of Reading, improve the EYFS learning environment, and continue to assess, analyse and streamline teaching and learning.
- **Behaviour and Attitudes:** 6 pupils had been withdrawn from activity and there had been 3 internal exclusions. There had been no suspensions and no racist or bullying incidents. Tailored interventions for some key pupils who had displayed engagement difficulties were described. The summer term focus would be to draft a new Behaviour Policy, implement an action plan to support staff in dealing with challenging behaviour and structure lunchtime play to encourage activity and develop physical skills.
- **Attendance:** the current figure was 93.4% with 70 persistent absentees.
- **Leadership & Management:** Ms Sarah Franklin described feedback from book looks, learning walks, marking and feedback. CPD opportunities included Working Walls and Power of Reading planning.
- **Safeguarding:** to safeguard pupils the school gates would be closed between 8.30 and 9.00 and 3.15 to 3.45 and staff and visitors had been asked not to park on the front of the turning circle.
- **Parental Complaints:** there had been three complaints since January, all of which had been resolved.
- **Website:** the new website had been launched and was being populated. Feedback from parents had been positive.
- **Assessment:** 64% of EYFS pupils were on track to achieve a Good Level of Development (GLD) compared with 43% in January, and the summer prediction was 71%. The phonics prediction was 82%, well ahead of the 2024 figure of 59% and in line with national average. Current year 6 predictions were 49% Reading, 60% Maths, 75% Writing and 74% EGPS. **Q:** do you have a gender, SEND and PPG breakdown of pupils not expected to reach their

	<p>targets? A: yes, a number of these are boys and PPG pupils for whom we put in interventions.</p> <p>Governors thanked the Consultant Headteacher for her report.</p>
6.	<p>Finance & Premises</p> <ul style="list-style-type: none"> • Budget Monitoring Report: the summary report for periods 1-11 had been circulated and the Headteacher reported that without the savings approved by governors at this meeting a deficit of £99k at year end was projected. • Budget Plan 2025-26: the summary circulated projected a small surplus of £22k. Governors would be asked to give final approval to the budget plan by mid-June. • SFVS: the draft return was approved. • Premises Update: EYFS reading area improvements had been completed. Easter holiday work included jet washing of the front of the school. A capital works project to replace the degraded polycarbonate roof sheets to canopies and covered walkways was under discussion with the LA with a projected budget of £63k. • Contract Renegotiations <ul style="list-style-type: none"> - IT Contract: the Headteacher reported that the current contract was unsatisfactory as it was a rolling contract renewed on an annual basis costing £19k which was much higher than her other school's contract. She had opened discussions with the provider and had obtained other quotes of £7k so she proposed, and governors agreed, that notice should be given to terminate the current contract with effect from 1st September. Savings would be made under the remainder of the current contract by reducing support to one day a week. - SEND, Speech & Language, Occupational Health, Dyslexia: the Headteacher recommended, and governors agreed, that these buybacks be renewed. Savings would be made wherever possible. - Human Resources: the Headteacher had renegotiated a £2k saving with the current provider which was approved.
7.	<p>Staffing Update</p> <ul style="list-style-type: none"> • Headteacher Recruitment: governors had successfully recruited Adam Malin as substantive Headteacher from September. • Staff Absence: the Headteacher reported that two long term absentees were returning shortly. There were a lot of TA absences. She would be reviewing the Staff Absence Policy so that staff would be required to show evidence of emergencies.
8.	<p>Safeguarding Update</p> <p>Governor Check of Single Central Record: this had been completed by Mrs Johnson.</p>
9.	<p>GB Self Evaluation, Governor Training and Development Needs</p> <p>There were no reports of governor training.</p>
10.	<p>Governor Visits</p> <p>There were no governor visit reports. The Headteacher suggested that a governors' day in school could be organised for next term and she would circulate suggested dates. Action: Headteacher.</p>
11.	<p>Policies</p> <p>Admissions Policy: changes to the Nursery admissions policy discussed earlier In the meeting were approved.</p>
12.	<p>Any Other Business including any Correspondence Received</p> <ul style="list-style-type: none"> • Term Dates 2025-26: these were approved. • Sports/PE provider: governors suggested that there would be a saving from ending the contract with the external provider and appointing a PE lead from

	within the school. This was approved and the Headteacher undertook to give notice to the external provider. Action: Headteacher.
13.	Dates of Meetings It was agreed that FGB meetings should be arranged for the end of May and after attainment data was available, and she undertook to circulate suggested dates. Action: Headteacher.
14.	Confidential Business The Headteacher and members of staff left the meeting for an informal discussion among non-staff governors that was not recorded.

The meeting concluded at 7.15 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	3a	Headteacher	Arrange card for Mr Collier	Asap
3	3b	Headteacher	Invite Parent Governor nominations	Asap
4	10	Headteacher	Suggest dates for governors' day in school next term	Asap
5	12	Headteacher	Give notice to sports provider	Asap
6	13	Headteacher	Suggest dates for two FGB meetings next term	Asap