



Governing Board Meeting

Venue: Zoom Videoconferencing

Date & Time: Thursday 7th November 2024 at 5.00 pm

Part 1 – Non-Confidential Minutes

Governors present	Mr Peter Tyndale (in the Chair), Ms Zoe Ansley-Green, Mr Sam Chambers, Mrs Rakhee Fernando, Ms Kirsty Horoz, Ms Harpreet Sahota, Mrs Felicity Sulma (Headteacher)
In attendance	Mrs Laura Burnside (Deputy Headteacher), Ms Sarah Franklin (Deputy Headteacher), Mr Chris Hartley (Clerk), Ms Agneta Sinickaite (School Business Manager – to 6.00 pm)

1.	<p>Apologies for Absence</p> <p>a) Apologies for absence were received and accepted from Mr Michael Collier, Mrs Chirantha Johnson, Mr Karl Palmer and Mr Subramaniam Sundaram (Chair).</p> <p>b) Other absent governor: Mr Monish Mehra.</p> <p>c) It was confirmed that the meeting was quorate.</p>
2.	<p>Declarations/Confirmations</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. Action: All Governors.</p>
3.	<p>Chair and Vice Chair Elections</p> <p>Mr Subramaniam Sundaram had indicated that he would be standing down as Chair and as a governor due to professional commitments and he was thanked for his service to the Governing Board and the school. The Headteacher reported that the LA had offered support from a chair of governors at another school during the recruitment and appointment of the new Headteacher but this could not be a permanent solution. The appointment of Chair and Vice Chair was therefore deferred and other governors were urged to consider standing for the Chair. Mr Peter Tyndale agreed to take the Chair for this meeting.</p>
4.	<p>Membership</p> <p>LA Governor: the term of office of Ms Kirsty Horoz as LA Governor would expire on 11th November and she indicated that she would not be standing for a further term. Ms Horoz was thanked for her service. Ms Horoz reported that a colleague on the SLT of her school had expressed interest in joining the Governing Board and it was agreed to submit this name to the LA for approval as the LA Governor nominee. Action: Headteacher.</p>
5.	<p>Minutes of the Last Meeting and Actions</p> <p>a) The minutes of the last meeting of the Governing Board held on 27th June 2024 were agreed as a correct record and would be signed by the Chair.</p>

	<p>b) Actions identified at the last meeting had been completed or were on the agenda.</p>
6.	<p>Headteacher's Report</p> <p>The Headteacher's Report had been posted on Governor Hub and she invited questions.</p> <p>a) Ofsted Inspection: the inspection had taken place on 23rd to 25th October and the draft report had just been received for correction of factual inaccuracies. The Headteacher reported on a confidential basis on the draft conclusions and said that a complaint was being submitted about the conduct of an inspector. Governors who had attended for interview by the inspectors were thanked for their input. Once the final report was published it would be circulated to governors and the school community.</p> <p>b) Special Partnership Improvement Programme (SPIP): the Headteacher reported on this LA support programme under which the LA School Improvement Team was supporting the school to draw up and implement an action plan to address a number of vulnerabilities which had been identified in the school's self-evaluation before the Ofsted inspection. The programme included six visits per term and the School Improvement Partner Liz Strong had visited the school the day before the meeting. Key performance indicators for the next three years had been drawn up: to develop continuous provision in Reception, planning to be based on intended outcomes, consistent quality-first teaching and good support for SEND pupils. Details of the support programme had been posted on Governor Hub and governors would be kept up to date with progress on these targets.</p> <p>c) School Roll: there were vacancies in Reception but otherwise the school was largely full. There was an increase in SEND pupils in Reception with 11 on SEND support, two EHCPs under assessment and a third sent to the LA SEND department. There were 5 previously Looked After Children, no CP referrals and 8 Child in Need referrals.</p> <p>d) Curriculum Intent/Implementation: new curriculum initiatives in Maths and Science were beginning to bear fruit which had been acknowledged by the inspectors.</p> <p>e) Staffing: the increase in SEND pupils required additional TA support which was being met by redeployment of TAs but one additional SEND TA had been recruited and an additional class-based TA would join after half term. One teacher would return from maternity leave in December and one TA was currently on maternity leave.</p> <p>f) Attendance: the overall figure for 2023-24 was 93.8% and since September attendance was 94.1%.</p> <p>g) Wraparound Care: funding had been received from the LA to extend Breakfast Club provision for an additional half hour and Ted's Club now ran until 6.00pm. Q: has this improved admissions? A: it is too early to tell but it is clear that where attendance is an issue the offer of wraparound care does have an impact.</p> <p>h) Medication: an online medical tracker was being introduced which would avoid the need to write letters to parents and would inform teachers and TAs of pupils' medical needs more quickly.</p> <p>Governors thanked the Headteacher for her report.</p>
7.	<p>Committees</p> <p>a) The minutes of the Curriculum Committee held on 7th October and Community and Premises Committee held on 14th October were noted. The Finance & Staffing Committee meeting on 19th June had been deferred due</p>

	<p>to the Ofsted inspection and the agenda items would be covered at this meeting.</p> <p>b) Committee Membership: the membership of GB Committees had been posted on Governor Hub and governors were asked to confirm their membership and to join committees if they were not already members. Action: All Governors.</p>
8.	<p>Named Governors & Governor Visit Reports</p> <p>a) Named Governors roles had been posted on Governor hub and were confirmed as follows (*statutory roles); governors were asked to contact the Headteacher to fill any vacancies, particularly for statutory roles:</p> <ul style="list-style-type: none"> *Child Protection Governor: vacancy *Deputy Child Protection Governor: vacancy *Health & Safety Governor: Mr Peter Tyndale *Looked After Children Governor: vacancy *Pupil Premium Governor: Mrs Chirantha Johnson *SEND Governor: Mrs Rakhee Fernando Behaviour Management: vacancy Early Years: vacancy ICT: Mr Peter Tyndale Literacy: Mr Mike Collier Maths: Mr Peter Tyndale Science: Mr Karl Palmer Humanities and PE: Mr Monish Mehra PSHE: vacancy Foundation subjects: Ms Zoe Ansley-Green <p>b) There were no governor visit reports.</p> <p>c) The Headteacher would contact Governors to offer dates for visits before the end of term. Action: Headteacher.</p>
9.	<p>Safeguarding</p> <p>a) Governor Check of Single Central Record: this had been completed by the Chair.</p> <p>b) Other safeguarding issues: the table of referrals was included in the Headteacher's Report. The Ofsted inspectors had not raised any issues with the school's safeguarding processes and procedures.</p>
10.	<p>GB Self Evaluation, Governor Training and Development Needs</p> <p>Governors were asked to record any Educare training they had completed by uploading their certificates to Governor Hub. Action: All Governors.</p>
11.	<p>Financial Items</p> <p>Budget Monitoring Report: the report for periods 1-6 to October had been posted on Governor Hub. The budgeted surplus of £3k was now projected to be £54k at year end despite the employment of additional SEND support staff. Additional SEND and Pupil Premium income and grants for wraparound care and teachers' pay and pension grants had been received.</p>
12.	<p>Staffing</p> <p>a) Headteacher Appointment: the governors' appointment panel had decided not to interview any of the three applicants so the LA had agreed to look for an Acting Headteacher from January, and the substantive vacancy was being readvertised for September appointment.</p> <p>b) Disciplinary Action: a matter was under investigation which would be reported to governors.</p> <p>c) Management of Absence: one member of staff who had been on long term absence would be returning shortly, three on short term absence procedures</p>

	<p>would be coming off these shortly and two more were commencing short term absence procedures.</p> <p>d) Maternity Leave: one teacher would return from maternity leave in December, one TA was currently on maternity leave and one member of staff would commence maternity leave next term.</p> <p>e) School Census: the October census showed that the school was almost full except Nursery; falling nursery rolls in Hounslow were being monitored by the LA. There was a 78% takeup of free school meals. Pupil Premium numbers were similar to last year.</p>																								
13.	<p>Policies</p> <p>The following policies had been posted on Governor Hub and governors were asked to submit comments by 15th November, after which they would be deemed to be approved:</p> <ul style="list-style-type: none"> Anti Bullying Policy Behaviour Policy and Principles Business Continuity Plan Capability Procedure Charging and Remissions Policy Collection and Walking To and From School Alone Policy Complaints Policy and Procedures Equality Information and Objectives Policy Finance Policy 2024 Flexible Working Policy Grievance Policy and Procedure Health & Safety Policy Hounslow Appraisal Policy ICT Usage Policy Intimate Care Policy Lettings Policy 2024 Managing Attendance Policy Pay Policy 2024-25 Probationary Procedure for Support Staff Scheme for Financing Schools 2024 Scheme of Delegation 2024 Social Media policy Special Leave Policy Staff Code of Conduct Staff Dress Code Uniform Policy 																								
14.	<p>Any Other Business including any Correspondence Received</p> <p>As this was Mrs Sulma's last meeting governors thanked her for her service to the school and wished her well in retirement.</p>																								
15.	<p>Confidential Business including any items in the Headteacher's Report</p> <p>See Part 2 Confidential minutes.</p>																								
16.	<p>Dates of Meetings 2024-25</p> <table border="1"> <thead> <tr> <th>Community & Premises</th> <th>Curriculum</th> <th>Finance & Staffing</th> <th>Full GB</th> </tr> </thead> <tbody> <tr> <td>4.15pm</td> <td>5.00 pm</td> <td>5.00pm</td> <td>5.00pm</td> </tr> <tr> <td>Monday</td> <td>Monday</td> <td>Wednesday</td> <td>Thursday</td> </tr> <tr> <td>03/02/2025</td> <td>24/02/2025</td> <td>19/03/2025</td> <td>06/03/2025</td> </tr> <tr> <td>Monday</td> <td>Monday</td> <td>Wednesday</td> <td>Thursday</td> </tr> <tr> <td>19/05/2025</td> <td>07/07/2025</td> <td>18/06/2025</td> <td>26/06/2025</td> </tr> </tbody> </table>	Community & Premises	Curriculum	Finance & Staffing	Full GB	4.15pm	5.00 pm	5.00pm	5.00pm	Monday	Monday	Wednesday	Thursday	03/02/2025	24/02/2025	19/03/2025	06/03/2025	Monday	Monday	Wednesday	Thursday	19/05/2025	07/07/2025	18/06/2025	26/06/2025
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All via videoconferencing

The meeting concluded at 6.40 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	4	Headteacher	Submit name of governor for approval as LA governor	Asap
3	7b	All governors	Review committee membership and join committees	Asap
4	8c	Headteacher	Offer dates for governor visits	Before end of term
5	10	All governors	Record any Educare training completed on Governor Hub	Asap