

MINUTES

<b>Attendees:</b> Gemma Bartlett (GB) Christian Franco (CF) Chris Green (CG) Co-Chair of Governors [joined remotely] Robert Hawkes (RH) Matthew Hemsley (MH) [joined remotely] Shabnam Khan-Bhandari (SKB) Kenneth Law (KL) Dharmic Meggi (DM) Adam Nazar-Bhandari (ANB) Duncan Partridge (DP) Co-Chair of Governors Stella Porter (SP) Interim Headteacher Leena Solanki (LS)  <b>Also in Attendance</b> Lorraine Mackenzie (LM) Roxie Mitchell (RM) Lennie Sarkis (LS) Ruby Shillingford (RS)	<b>Actions</b>
<b>1. Welcome</b> The meeting was chaired by DP.  DP welcomed our 3 new co-opted Governors: <ul style="list-style-type: none"> <li>• Kenneth Law</li> <li>• Adam Nazar-Bhandari</li> <li>• Leena Solanki</li> </ul> DP then asked everyone to introduce themselves.	
<b>2. Apologies for absence</b> No apologies were received from Edmond Yeo (EY).  All other Governors were in attendance.	
<b>3. Authorised / Unauthorised absence</b> The absence for EY was not authorised.	
<b>4. Declaration of any other business</b> There were no declarations of other business.	
<b>5. Declaration of interest in any agenda items</b> There were no declarations of interest in any agenda items.	
<b>6. Headteacher's Update</b> a) Return To School <ul style="list-style-type: none"> <li>• SP said that it had been a very busy start to the new year.</li> <li>• We only had one INSET day on this occasion.</li> <li>• Everyone was reminded about the Vision and Values and their responsibilities.</li> <li>• We are currently missing 5 staff: <ul style="list-style-type: none"> <li>○ 1 x SMSA has resigned. <ul style="list-style-type: none"> <li>▪ The vacancy has been advertised.</li> </ul> </li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ 3 x Support Staff are on long term sick leave.</li> <li>○ 1 x Teacher is on Jury Service.</li> </ul> <p>b) Fire Safety Training</p> <ul style="list-style-type: none"> <li>• There was both Fire and Health &amp; Safety training on the first day back.</li> <li>• There was also a fire practice.</li> </ul> <p>c) Securing Good</p> <ul style="list-style-type: none"> <li>• The letter from the LA (Julie Lewis) was pre-circulated.</li> <li>• We met with representatives from the LA today.</li> <li>• There will be termly meetings.</li> <li>• The focus will include: <ul style="list-style-type: none"> <li>○ Where are we.</li> <li>○ SEND.</li> <li>○ Quality of education.</li> <li>○ Leadership and Management.</li> <li>○ Staffing.</li> <li>○ Budget deficit.</li> <li>○ Headteacher Recruitment.</li> </ul> </li> <li>• RH asked if the school will need more support from Governors. <ul style="list-style-type: none"> <li>○ More challenge.</li> </ul> </li> <li>• RH asked if Governors will see the feedback. <ul style="list-style-type: none"> <li>○ Yes.</li> </ul> </li> </ul> <p>d) Governor Training KCSIE</p> <ul style="list-style-type: none"> <li>• The main change this year is on Filtering and Monitoring. <ul style="list-style-type: none"> <li>○ This is a whole school responsibility; including Governors.</li> <li>○ We are meeting with our IT company next week to discuss how we can identify any issues.</li> <li>○ Staff have been updated.</li> </ul> </li> <li>• <b><u>AON to circulate KCSIE September 2023.</u></b> <ul style="list-style-type: none"> <li>○ <b><u>All Governors to confirm that they have read part 1.</u></b></li> </ul> </li> <li>• <b><u>RM to arrange Child Protection training for new Governors (The key).</u></b></li> <li>• RH questioned if the Governing Body is doing everything that they should. <ul style="list-style-type: none"> <li>○ <b><u>We need to check.</u></b></li> </ul> </li> <li>• DP asked when the updated SDP / LIP will be shared with Governors. <ul style="list-style-type: none"> <li>○ These were reviewed at the development day on 8 September.</li> <li>○ They will be presented to Governors at the ST&amp;L meeting on 20 October.</li> </ul> </li> <li>• CG gave an update on Ofsted. <ul style="list-style-type: none"> <li>○ Our next Inspection will be a one day ungraded inspection.</li> <li>○ If we are not felt to still be outstanding there will be a follow up inspection within 1 year.</li> <li>○ We need to focus on low level behaviour issues.</li> <li>○ Curriculum Action plans.</li> <li>○ Governors need to undertake learning walks</li> <li>○ Governors will need to prepare to talk to Ofsted Inspectors. <ul style="list-style-type: none"> <li>▪ Whilst a small group of Governors will lead on this, all Governors must take responsibility for e.g. Safeguarding, SEND, Curriculum, Health &amp; Safety.</li> </ul> </li> <li>○ JC and MK will attend the Inspection representing the LA.</li> </ul> </li> </ul>	<p>AON All RM  RH</p>
<p><b>7. SBM Update</b></p> <p>a) Finance</p> <ul style="list-style-type: none"> <li>• We are currently forecasting a £37K deficit (previously £3K surplus). The reasons for the deficit are:</li> </ul>	

<ul style="list-style-type: none"> <li>○ Reduction in Pupil Premium £10K</li> <li>○ Additional expenditure FSM £16K</li> <li>○ Gas + £16K <ul style="list-style-type: none"> <li>▪ We are trying to get a new contract.</li> </ul> </li> <li>○ Additionally we will be impacted by the long term absences.</li> <li>• DP asked about the required actions. <ul style="list-style-type: none"> <li>○ Update the 3 year forecast.</li> <li>○ Nursery forecast.</li> <li>○ Look at bringing breakfast club in house which would generate an additional £9K.</li> </ul> </li> <li>• We have met potential hirers, but the feedback was that we are too expensive.</li> <li>• There are some small contracts due for renewal.</li> <li>• DP asked if we are required to present the revised budget at the meeting on 13 October. <ul style="list-style-type: none"> <li>○ Yes, the LA have also asked for a revised 3 year plan / budget.</li> </ul> </li> <li>• DP asked if we could reduce expenditure. <ul style="list-style-type: none"> <li>○ The budget is already tight.</li> <li>○ We have little leeway.</li> </ul> </li> <li>• DP then asked if there are areas where we can make savings. <ul style="list-style-type: none"> <li>○ We need to be strict.</li> <li>○ Our priorities must be: <ul style="list-style-type: none"> <li>▪ Quality of Education.</li> <li>▪ Health and safety.</li> </ul> </li> </ul> </li> <li>• SKB asked if teacher resources will be cut. <ul style="list-style-type: none"> <li>○ No.</li> </ul> </li> <li>• <b><u>CG instructed that a licenced deficit be applied for</u></b> – WE NEED TO BE PROACTIVE at the October meeting. <ul style="list-style-type: none"> <li>○ CG stressed that we need to be ready for the October meeting. <ul style="list-style-type: none"> <li>▪ <b><u>SP to review with RS next week.</u></b></li> </ul> </li> </ul> </li> <li>• <b><u>The action plan to be agreed at the Resources meeting on 6 October.</u></b></li> </ul> <p>b) Marketing Plan</p> <ul style="list-style-type: none"> <li>• RS gave a verbal update on the website. <ul style="list-style-type: none"> <li>○ We have had to go back to the drawing board.</li> <li>○ We have gone back to the supplier.</li> <li>○ We now hope to launch after half term.</li> </ul> </li> <li>• CG asked if the current website is compliant: <ul style="list-style-type: none"> <li>○ <u>FOIA</u> will be added next week.</li> <li>○ <u>School Day</u> to be added tomorrow.</li> <li>○ <u>Dates</u> next week.</li> </ul> </li> <li>• RS also gave an update on the Business Development Plan which will focus on: <ul style="list-style-type: none"> <li>○ Resources.</li> <li>○ Income.</li> <li>○ Marketing.</li> <li>○ Premises.</li> </ul> </li> </ul>	<p>SP</p> <p>SP</p> <p>ANB</p>
<p><b>8. Governance Matters</b></p> <p>a) Governors to review / update / sign their Register of Business Interests</p> <ul style="list-style-type: none"> <li>• All Governors in attendance completed their forms.</li> <li>• <b><u>AON to follow up with CGT, MH, EY.</u></b></li> </ul> <p>b) Committee Membership</p> <ul style="list-style-type: none"> <li>• Resources <ul style="list-style-type: none"> <li>○ KF, ANB, LS to join the Resources Committee.</li> </ul> </li> <li>• ST&amp;L <ul style="list-style-type: none"> <li>○ No changes.</li> </ul> </li> </ul>	<p>AON</p>

<ul style="list-style-type: none"> <li>• Pay Committee <ul style="list-style-type: none"> <li>○ DP, ANB, EY.</li> </ul> </li> <li>• HTPM <ul style="list-style-type: none"> <li>○ DP, ANB, EY. The LA advisor will be Martin Kitson.</li> </ul> </li> </ul>	
<p>c) Election of Resources Committee Chair</p> <ul style="list-style-type: none"> <li>• ANB who is an experienced Governor; previously VCoG Vicars Green, Resources Chair at Villiers High School, was confirmed as Chair of the Resources Committee. <ul style="list-style-type: none"> <li>○ <b><u>Vice Committee Chair to be elected at the first meeting.</u></b></li> </ul> </li> </ul>	ANB
<p>d) Election of Standards, Teaching &amp; Learning Committee Chair</p> <ul style="list-style-type: none"> <li>• RH said that he would be happy to continue as ST&amp;L Committee. <ul style="list-style-type: none"> <li>○ This was confirmed.</li> <li>○ <b><u>Vice Committee Chair to be elected at the first meeting.</u></b></li> </ul> </li> </ul>	RH
<p>e) Update Governor Recruitment</p> <ul style="list-style-type: none"> <li>• We have filled the 3 co-opted Governor vacancies.</li> <li>• We now need to advertise the Parent Governor vacancy (see below). <ul style="list-style-type: none"> <li>○ <b><u>AON to prepare the paperwork.</u></b></li> </ul> </li> </ul>	AON
<p>f) Review of Instrument of Government</p> <ul style="list-style-type: none"> <li>• It was agreed that we should increase the number of Governors by 1. <ul style="list-style-type: none"> <li>○ Parent Governor 2</li> <li>○ LA Governor 1</li> <li>○ Headteacher 1</li> <li>○ Staff Governor 1</li> <li>○ Co-opted Governors 10 (9)</li> <li>○ Total 15 (14)</li> </ul> </li> <li>• By increasing by one this will give us flexibility if we can identify one more co-opted Governor.</li> <li>• <b><u>AON to submit the IOG for sealing.</u></b></li> </ul>	AON
<p>g) Governors with their Term of Office ending this year:</p> <ul style="list-style-type: none"> <li>• Rabiaa Khairoun (Parent) – 30/09/2023 <ul style="list-style-type: none"> <li>○ RK has decided not to stand for re-election. <ul style="list-style-type: none"> <li>▪ See 8e above.</li> </ul> </li> </ul> </li> <li>• Chris Green (Co-opted) – 05/12/2023 <ul style="list-style-type: none"> <li>○ CG confirmed that we was happy to stand for re-election.</li> <li>○ A vote was taken, and CG was re-elected unanimously.</li> <li>○ <b><u>AON to prepare the necessary paperwork.</u></b></li> </ul> </li> </ul>	AON
<p>h) Governor Visit Reports</p> <ul style="list-style-type: none"> <li>• There were no Governor Visit Reports.</li> </ul>	
<p>i) Prepare Governor Visit Schedule</p> <ul style="list-style-type: none"> <li>• It was agreed that each Governor would undertake 1 visit per term.</li> <li>• The list of monitoring priorities will be agreed at the first committee meetings.</li> <li>• The schedule of visits will be populated at the first committee meetings.</li> </ul>	
<p>j) Review of Link Governor Responsibilities</p> <ul style="list-style-type: none"> <li>• DM will be taking responsibility for Safeguarding and the Single Central Record.</li> <li>• SKB will be taking responsibility for Behaviour.</li> <li>• SKB will also be taking responsibility for Race and Diversity.</li> <li>• All other areas as before.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b><u>AON to update the summary for the website.</u></b></li> </ul> <p>k) Headteacher Recruitment</p> <ul style="list-style-type: none"> <li>• CG / DP outlined the process that we will be following, including the support from the LA.</li> <li>• The advert / recruitment pack to be prepared ASAP.</li> <li>• The interviews will be scheduled for late November / early December.</li> <li>• It was agreed that the Headteacher Recruitment panel will be: DP, MH, LS.</li> <li>• The panel will have delegated powers to complete the process and make a final recommendation to the Full Governing Board.</li> </ul> <p>l) Preparation for Ofsted</p> <ul style="list-style-type: none"> <li>• It was agreed that a panel of 3 Governors will take the lead on the preparation for Ofsted: CG DM, RH.</li> </ul> <p>m) Finance Action Group</p> <ul style="list-style-type: none"> <li>• It was agreed that the Finance Action Group would be: ANB, KL, SP, RS.</li> </ul>	
<p>9. <b>Agree the minutes of the Full Governing Board Meeting on 11/07/2023</b></p> <ul style="list-style-type: none"> <li>• These were agreed as a true and accurate record of the meeting and were signed by DP.</li> </ul>	
<p>10. <b>Matters arising from the Full Governing Board Meeting on 11/07/2023</b></p> <p>a) RM to establish the cost of SEND Supervision</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• £200 – we are on the waiting list.</li> </ul> <p>b) RM to escalate the issue of step funding to Tamara Quinn / Kim Price</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• This has been deferred as the child in question has moved away.</li> </ul> <p>c) RM to escalate the issue of families being placed in temporary accommodation</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>d) RH to find a ToR for the co-Chair role</p> <ul style="list-style-type: none"> <li>• Closed – Agenda item 12(d).</li> </ul> <p>e) Election of Resources Committee Chair</p> <ul style="list-style-type: none"> <li>• Closed – Agenda item 8(c).</li> </ul> <p>f) Election of ST&amp;L Committee Chair</p> <ul style="list-style-type: none"> <li>• Closed – Agenda item 8(d).</li> </ul> <p>g) RK to consider extending her term as a Co-opted Governor</p> <ul style="list-style-type: none"> <li>• Closed – Agenda item 8(g).</li> </ul> <p>h) CG to confirm extension of his Term of Office</p> <ul style="list-style-type: none"> <li>• Closed – Agenda item 8(g).</li> </ul> <p>i) Review of Link Governor Responsibilities</p> <ul style="list-style-type: none"> <li>• Closed - Agenda item 8(j).</li> </ul> <p>j) All Governors to use their school e-mail addresses</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>k) Marketing Plan to September meeting</p>	



c) Suspension and Exclusion Policy <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul>	SP
d) Terms of Reference – Co-Chairs of Governors <ul style="list-style-type: none"> <li>• DP will be staying on the ST&amp;L committee rather than Resources.</li> <li>• <b><u>AON to update the ToR.</u></b></li> <li>• Approved.</li> </ul>	AON
<b>13. Any Other Business as agreed above</b> <ul style="list-style-type: none"> <li>• There were no items of other business.</li> </ul>	
<b>14. Date and time of next meeting</b> <ul style="list-style-type: none"> <li>• Tuesday 5 December 2023 at 4:30PM</li> </ul>	

Meeting closed at 18:20