

NEWSTEAD WOOD SCHOOL
Part A Minutes of Local Governing Board Meeting
26 November 2024 at 6.30pm

Naureen Khalid (NK)	Appointed Governor (Chair)	Present
Sol Ako-Otchere (SO)	Appointed Governor	Absent
Steve Penny (SP)	Appointed Governor (Vice Chair)	Present
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present
Jenny Wilkins (JW)	Appointed Governor	Present
Alan Blount (AB)	Headteacher	Present
Claire Viner (CV)	School Business Manager	Present (for items 1-9)
Tim Daley (TD)	Assistant Head	Present (for items 1-6)
Philippa Jackson (PJ)	CEP Clerk (Minutes)	Present

Item	Minutes	Action
1	<p>Welcome</p> <p>The Chair opened the meeting at 6.00pm. NK welcomed attendees and thanked them for joining the meeting. She welcomed TD to the meeting who would present on Diversity, Inclusion and Belonging.</p>	
2	<p>Apologies for Absence and Quorum</p> <p>There were no apologies received. SA-O was absent without apologies. The meeting was confirmed quorate.</p>	
3	<p>Declaration of Interests</p> <p>No declarations of interest were made in respect of any agenda item.</p>	
4	<p>Governing Board Business</p> <p><u>Board Membership</u></p> <p>The GB membership was still not full. NK had registered with Governors for Schools and Inspiring Governors as well as spreading the word through her network and LinkedIn but had not managed to recruit any new governors to join the LGB. There was no specific requirement for a parent or staff Governor.</p> <p><u>Annual Governance Paperwork</u></p> <p>The Clerk confirmed that the annual governor documentation had been submitted.</p> <p><u>Governor Training</u></p> <p>The following training had been completed this term:</p> <ul style="list-style-type: none"> • Safeguarding training had been completed by all Governors; • NK – Chairs Induction • NK – Headteacher Recruitment and Wellbeing • NK - Safer Recruitment • NK - Cyber Security <p>ACTION: Save GB training record the SharePoint folder. (PJ)</p> <p><u>Governor Visits</u></p> <p>The following Governor visit reports were noted:</p> <ul style="list-style-type: none"> • EXZ - SEND – 21 November 2024 • JW - Safeguarding – DATE TBC 	

	<p>ACTION: Safeguarding Governor visit form to be included on the next agenda. (PJ)</p> <p><u>Chair's Report</u> NK confirmed there were no actions or decisions taken between meetings by the Chair.</p>	1
5	<p>Minutes and Matters Arising</p> <p><u>Minutes</u> The minutes of the meeting held on 24 September 2024 previously circulated, were considered and APPROVED by Governors. The Chair would sign a hard copy of the minutes following the meeting.</p> <p><u>Matters Arising</u> The actions from the previous meeting were noted and updates were provided as per the actions log below.</p>	
6	<p>Presentation on EDI TD gave a presentation on Diversity, Inclusion and Belonging and the journey at the school.</p> <p>Governors raised the following questions:</p> <p>Q: Do you have activities for the pupils so they know how to respond? A: We have shared the Flair data on Years 7-13 assemblies. We signposted how to report racist incidents and explained that we do not tolerate racist behaviour. The PHSE programme has also included themes on diversity and inclusion.</p> <p>Q: How do you accommodate all holidays? A: Everyone is invited to an event to encourage multi-inclusion. Pupils are entitled to sit out of holiday celebrations if they wish.</p> <p>AB explained that our remembrance event is now a secular and inclusive event, whereas previously, it included Christian readings. The school wants everyone to be included to encourage the pupils to accept other peoples' faiths and beliefs. All pupils are invited and encouraged to respect how others see things.</p> <p>Q: Have there been any antisemitism or islamophobia incidents in school? A: No. We have been told of some pockets of tension in student groups. We have recently found an external company to come in and talk about islamophobia.</p> <p>Q: Do we have providers that are diverse themselves that can talk about the different ethnic groups? A: Yes. We look at the different ethic groups in school and bring in different networks.</p> <p>Q: What is the largest ethnic group in school? A: South Asian.</p> <p>Q: Will you repeat the survey? A: Yes. We have a 3 year subscription. We will repeat the survey, benchmark and target the programme accordingly.</p> <p>ACTION: Share EDI presentation slides with the GB. (AB)</p> <p><i>TD left the meeting.</i></p>	2

7	<p>Finance</p> <p>The following papers were circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Management Accounts – August 2023/24 – Period 12 • Management Accounts – October 2024/25 – Period 2 • School Modellers: Curriculum, Scenario Planner and Income and Expenditure <p>Governors raised the following questions:</p> <p>Q: Has the increased cost for examinations been budgeted for? A: Exam charges were more than expected. We budgeted on last years charges. The budgets are set in May and the fluctuations due to fee rises can be huge due to the size of the 6th form.</p> <p>Q: How useful is the modeller for the school? A: It is improving. We are working on next years timetable/ modeller. It is a live document that allows the Head to run a lean timetable and hold staff to account. More staff are on United Learning contracts so we can look at TLR's and areas of responsibility. It allows us to ask the right questions to return a balanced budget. We can provide adjustments in the narrative to United Learning for areas that do not sit within group benchmarks.</p> <p>Q: Have the expected increases for annual pay be included in the budget? A: Work has been done with Payroll to include these increases in the budget. We have spent time on the modeller. Staff fluctuations can be extreme as a lot of staff are at the top of the pay scale. Despite this we forecast to hold £2.1 million in Reserves.</p> <p>Q: What is happening with the NI increases? A: We have not yet had confirmation of NI support.</p> <p>Governors thanked AB and CV for their budget management work. They recognised the budget was in a positive position.</p>	
8	<p>Risk and Audit</p> <p>The following papers were circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Health and Safety Committee minutes – 17 October 2024 • Health and Safety Tracker <p>Governors raised the following questions:</p> <p>Q: How was the student's allergy to bees handled? A: We have to think about the implications on the wider group. A risk assessment is undertaken. We work on the basis of 'how can this student participate?'</p> <p>CV reported that the three outstanding items on the Health and Safety Tracker would be closed by the end of term.</p> <p>It was noted that all audit actions had been closed.</p>	
9	<p>Premises</p> <p>Governors noted the building works set out in the Head Teacher Report.</p> <p><i>CV left the meeting.</i></p>	

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Head Teacher Report

The following papers were circulated prior to the meeting:

- Head Teachers Report – November 2024
- Learning Environment Framework
- School Attendance Summary – Autumn 2024
- Termly Report with Regional Director

Q: There are more Pupil Premium (PP) pupils this year. Is there an update on Year 7?

A: They are doing very well. We have started the Learning Girls Programme which is run for PP girls. Four members of staff have offered to run the programme for Years 7-9, from Christmas to Easter and then again from Easter to Summer.

Q: Do you have any concerns with the PP attendance?

A: This is prioritised and will continue to be a priority. We will be following the strict attendance guidelines from this year.

Q: Do you have any concerns about the mental health or wellbeing of the PP pupils?

A: Nothing more than other pupil groups.

Q: What is the destination of PP pupils?

A: The same as the other pupils anecdotally but we do need data to show this. We need to look at the core offer. Careers need to target wider participation opportunities.

Q: What do the comments on teaching T1 mean?

A: The language in Teaching and Learning changes frequently. We need to trial doing new things in class. The school has moved a long way forward since new DHT has been in place.

Q: It is interesting to see you have started a menopause group?

A: It has been well attended and staff representation has been positive. Men are also invited to attend. It has also encouraged men to start their own groups.

Q: Will 'Let's Talk Mental Health' be renewed?

A: Yes it will as it's a good early help sign post and reassurance for parents. 150 families regularly log in.

Q: Why is year 13 attendance the lowest?

A: They have university visits this term. The usual absence procedures are implemented if pupils are off sick. Study leave has been removed.

Q: What is in place to support the Persistent Absence pupils?

A: All support is in place and the pupils have been visited at home. A meeting was held with the EWO and she praised the Attendance Team highly.

Q: What are the reasons for Persistent Absence?

A: There are no school refusers this year. A lot are related to mental health issues. Some pupils with long term health conditions but do want to be in school.

Q: How many pupils on roll need medical attention?

A: Not many visit the medical room daily. Around 30 pupils carry an EpiPen.

Q: Do any pupils have a physical disability?

A: Only temporarily for short term injuries.

	<p>Q: Have there been any requests for in-year admissions from private schools? A: I don't know. We just run in-year admissions when places become free.</p> <p>Q: Have Year 7 settled in well? A: Yes. One parent recently told me how much their child enjoyed coming into school.</p> <p>There were no GDPR breaches to report this year. There had been a recent increase in Fol's in relation to the testing data. There had been no SAR received this year. Minor parent concerns had been dealt with.</p>	
11	<p>Safeguarding AB reported that a new Pastoral Manager had been appointed for the 6th form. The members of staff will also be trained as a DSL.</p>	
12	<p>Policies The following policies were APPROVED:</p> <ul style="list-style-type: none"> • SEND Policy • Supporting students with medical conditions • Admissions Policy • Provider Access Policy • PP Strategy Statement • Privacy Notice • Charging and Remissions Policy • Biometric Information Policy • Data Protection Policy • Gift and Hospitality Policy • International Policy 	
13	<p>Confidential matters Confidential discussions on finance were recorded confidentially under Part B minutes.</p>	
14	<p>Any Other Business The Chair reported that United Learning would be introducing Governor Hub across the Trust.</p> <p>The Chair asked Governors if they had any further questions. There was no further matters to raise.</p>	
15	<p>Future Meetings The next LGB meetings would be held on:</p> <ul style="list-style-type: none"> • 21 January 2025 at 6.30pm • 25 March 2025 at 6.30pm • 13 May 2025 at 6.30pm • 24 June 2025 at 6.30pm 	
15	<p>Closure of Meeting The Chair thanked everyone for attending. The meeting closed at 8.30pm.</p>	



Signed: _____ Print Name: _____

Date: _____

Action Points

No.	Action	Who	By	Status
Meeting of 19 March 2024				
1.	Next Risk Report to include all red flagged risks and note progress to date.	CV		Open
2.	Deliver bespoke safeguarding training for the GB in September.	AN		Open
Meeting of 14 May 2024				
1.	Circulate racial awareness training to Governors.	AB		Open
2.	Include mental health on-line sessions on the SEND information sheet.	AB		Open
3.	Provide report on cultural issues and celebrations.	AB		Open
Meeting of 25 June 2024				
4.	Send the breakdown of contingencies to SAO.	CV		
Meeting of 24 September 2024				
4.	Arrange to go into school to sign annual health and safety documents.	SO		
Meeting of 26 November 2024				
1.	Safeguarding Governor visit form to be included on the next agenda.	PJ		
2.	Share EDI presentation slides with the GB.	AB		Completed