

## NEWSTEAD WOOD SCHOOL

### Part A Minutes of Local Governing Board Meeting Held at the school on 19 March 2024 at 6.30pm

Naureen Khalid (NK)	Appointed Governor, Chair	Present
Jonathan Capon (JC)	Appointed Governor	Present
Ade Fasui (AF)	Appointed Governor	Absent (apologies accepted)
Sol Ade-Otchere (SO)	Appointed Governor	Absent (no apologies)
Steve Penny (SP)	Appointed Governor	Absent (apologies accepted)
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present
Jenny Wilkins (JW)	Appointed Governor	Present

#### In attendance:

Alan Blount (AB) - Headteacher  
 Claire Viner (CV) - School Business Manager (SBM) – Present for items 1-7  
 Amy Norris (AN) - Deputy Safeguarding Lead (DSL) – Present for items 1- 8  
 Philippa Jackson (PJ) - Croydon Education Partnership Clerk

Item	Minutes	Action
1	<b>Welcome</b> The Chair opened the meeting at 6.40pm. She welcomed attendees and thanked them for joining the meeting, specifically AN who had recently joined the school as the DSL. AN provide some information on her previous experience, her work to date at Newstead Wood and plans for the future.	
2	<b>Apologies for Absence and Quorum</b> Apologies for absence were received and accepted from SP (work related) and AF (maternity leave). SA-O was absent without apologies. The meeting was confirmed quorate.	
3	<b>Declaration of Interests</b> No declarations of interest were made in respect of any agenda item.	
4	<b>Governing Board Business</b>	
4a	<u>Board membership / Vacancies / Appointments / Terms due to expire.</u> Two vacancies had arisen on the Board. AF's governor term had expired. JC would be moving house and would no longer continue on the Board. The skill set of the Board would be reviewed prior to the governor recruitment process. <b>Action: Skills Matrix to be completed by Governors. Clerk to circulate the skills matrix. (All Governors/ Clerk)</b>	
4b	<u>Governor Training</u> NK had attended Exclusions training this term. EXZ had attended Parent Governor training this term. NK offered to introduce PJ to the United Learning Governance Team. <b>Action: Send contact details of the United Learning Governance team to PJ. (NK)</b>	
4c	<u>Chair's Report</u> NK confirmed there were no actions or decisions taken between meetings by the Chair. She had met with AB and there were no issues to raise other than the updates in the latest Headteacher Report.	

5	<p><b>Minutes of Previous Meeting</b></p> <p>The Minutes of the meeting held on 23 January 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></p> <p>The actions from the previous meeting were noted.</p>	
6	<p><b>Finance and Audit</b></p> <p><u>Draft Budget Submissions</u></p> <p>AB advised that the budget instructions for Academies had only just been released from the Trust. A summary paper had been shared by the Trust with Heads and SBMs for context. CV would now prepare the first draft of the budget ready for submission by 11 April 2024. CV would aim to prepare the draft budget and share with Governors by the end of the week. An additional meeting of the LGB would be held next week to consider and approve the budget.</p> <p><b>Action: Arrange an additional LGB meeting on Tuesday, 26 March via Teams. NK to contact GB to check their availability. (NK/ Clerk)</b></p> <p><u>Management Accounts for 2024/25</u></p> <p>The Management Accounts, previously circulated, were considered by Governors.</p> <p>Q: Was the £17k income and £17k spent on books coincidental? A: The original budgets set had changed significantly due to the cost of living rise. A surplus trend was in place. A lot of the variances would come out of the contingencies. There had been very little room to make variances to the budget due to the parameters set by the Trust and the school had received very little income.</p> <p>Q: Is catering contracted? A: This was a Trust wide procurement contract. A new contract had been in place since September and it had not started particularly well. There are 12 Pupil Premium students at the school so little additional income. We would need to see a few months trading before the revenue was shown.</p> <p>Q: Have you done a survey on what the students think about the new catering offer? A: Yes. They are satisfied with the food offer and we had seen the purchasing grow.</p> <p><u>Pupil Premium Plan</u></p> <p>The impact of Pupil Premium Plan in respect of Year 7 applications was discussed and noted. Estimated that 16 PP students would enter Year 7 next September</p>	
7	<p><b>Premises and Risk</b></p> <p><u>Health and Safety</u></p> <p>The Health and Safety audit report, previously circulated, and the actions arising were discussed.</p> <p>CV talked through the red items highlighted in the report. She reported that the asbestos management survey was expected this academic year. Funding had been applied for from the Trust and 2/3 quotes had been received to carry out an asbestos survey.</p> <p>Q: Do you now have enough staff with the right licence to drive the minibus? A: We have two current members of staff and two new members of PE staff would get the licence.</p>	

	<p><b>Action: Next Risk Report to include all red risks and note progress to date. (CV)</b></p> <p>The on-going building works set out in the report were noted.</p> <p>Q: The Health and Safety report mentioned that the toilet blocks would be refurbished.          A: Yes this was still the intention but part of a Trust Wide project now across the UL estate.</p> <p><i>CV left the meeting.</i></p>	
8	<p><b>Safeguarding</b></p> <p>AN provided an update on the school's safeguarding priorities. Governors asked the following questions:</p> <p>Q: You mentioned that you were able to close half of the safeguarding cases. How did they remain open for so long and how were you able to close them so quickly?          A: I have been working through the open cases since I started and many of them were very old. Staff had not been in the habit of housekeeping/ closing cases. Support had been offered to the students but the cases had not been closed.</p> <p>AB advised that that a spreadsheet of vulnerable students was held by the school. CPOMS also offered this but staff had not been using it in this way.</p> <p>AN advised that once the cases had been reduced even further, she would hold regular fortnightly meetings with the Heads of Years and DSL to review the open cases. She hoped to reduce the cases to 100 by the end of term.</p> <p>AB reported that AN had worked exceptionally hard at reducing the number of cases. She had provided details when closing the cases. She would also ensure that any actions were linked to incidents going forward. She had started to work with staff to ensure that cases were triaged in a much clearer way.</p> <p>Q: What is your view of the safeguarding practices at the school since you joined?          A: I have been reassured by how vigilant staff are at the school and how well they record the cases. There are no major concerns to raise. I am keen to improve sign posting by the Pastoral Team as this would create an additional layer of safeguarding for the students.</p> <p>Q: In your interaction with students, are you reassured that they feel supported?          A: Students have been forthcoming and know where to come for support. The nature of my non-teaching role helps to reassure the students.</p> <p>JW reported that she had recently visited the school and talked to the students. It was clear that the students were happy with the approach that AN knew where to get help.</p> <p>Q: Did anything come out of the safeguarding monitoring visit from LSCB?          A: I had introduced myself to LADO already. There were no urgent actions arising. The school had received informal feedback following the monitoring visit but no formal correspondence had been received from the LSCB.</p> <p>Q: Were all the MASH referrals new cases?          A: One had been from an incident since I started and one from a student disclosure.</p> <p><b>Action: Deliver bespoke safeguarding training for the GB in September. (AN)</b></p>	

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**Report of Headteacher**

NK extended thanks to AB for his comprehensive report.

AB reported that Year 6 to 7 Admissions numbers were positive. 16 Pupil Premium children would join in Year 7 and AB/BW/RJ had met with all families already.

Q: How many Primary Schools had the children come from?

A: From lots of different schools. They had all met the required threshold for the test. We had been in touch with three Pupil Premium children to find out why they had not accepted a place.

Q: What would be the total number of Pupil Premium children?

A: There is no set limit. If a Pupil Premium child scored higher than 210 in the test they were offered a place in line with Admissions Policy.

**Action: Update on complaints to be provided at the next LGB meeting including how they were resolved and themes. (AB)**

10	<b>Risk Register</b> The School's Risk Register, previously circulated, was noted. No questions were raised.	
11	<b>Policies</b> There were no policies for approval.	
12	<b>Confidential matters</b> Discussions on safeguarding, health and safety, GDPR and staffing were recorded confidentially under Part B minutes.	
13	<b>Any Other Business</b> There was no other matters of business to report.	
14	<b>Future Meetings</b> The next meetings would be held on: <ul style="list-style-type: none"> <li>Tuesday 14 May 2024 at 6.30pm</li> <li>Tuesday 25 June 2024 at 6.30pm</li> </ul>	
15	<b>Closure of Meeting</b> The meeting was closed at 8.15pm by the Chair with a vote of thanks.	

Signed: _____	Print Name: _____
Date: _____	

## Action Points

### Outstanding Actions and Actions arising from 2023-24

No.	Action	Who	By	Status
<b>Meeting of 23 January 2024</b>				
1.	Confirm AF's term of office.	NK	ASAP	Closed
2.	Chase outstanding declarations from AF and JC	NK	ASAP	Open
3.	Circulate summary of Safeguarding Training.	JW	ASAP	Open
4.	Circulate the exclusion policy/procedure to the Board.	NK	ASAP	Open
<b>Meeting of 19 March 2024</b>				
5.	Skills Matrix to be completed by Governors. Clerk to circulate the skills matrix.	All/ Clerk		Open
6.	Send contact details of the United Learning Governance team to PJ.	NK		Closed
7.	Arrange an additional LGB meeting on Tuesday, 26 March via Teams. NK to contact GB to check availability.	NK/ Clerk		Closed
8.	Next Risk Report to include all red flagged risks and note progress to date.	CV		Open
9.	Toilet strategy to be presented at the next LGB meeting.	AB		Open
10.	Deliver bespoke safeguarding training for the GB in September.	AN		Open
11.	Update on complaints to be provided at the next LGB meeting including how they were resolved and themes.	AB		Open