

NEWSTEAD WOOD SCHOOL

Part A Minutes of Local Governing Board Meeting

24th June 2025 at 6.30pm

Naureen Khalid (NK)	Appointed Governor (Chair)	Present
Paula Hills (PH)	Appointed Governor	Present
Steve Penny (SP)	Appointed Governor (Vice Chair)	Present
Alan Blount (AB)	Headteacher	Present
Sol Ako-Otchere (SO)	Appointed Governor	Absent
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Absent
Jenny Wilkins (JW)	Appointed Governor	Absent

In attendance:

Claire Viner (CV) School Business Manager
Victoria Faint (VF) Clerk

Papers Circulated prior to meeting: Agenda; Part A and Part B Minutes of LGB meeting 13.5.25, Management Accounts; Summer Term T3; Income and Expenditure Report; Head's Report to Governors; Draft Term Dates; Attendance Summary.

Item	Minutes	Action
1	Welcome The Chair opened the meeting at 6.34pm. She welcomed the attendees, and In particular Paula Hills, as this was her first meeting as a new Governor.	
2	Apologies for Absence and Quorum - Apologies had been received from Sol Ako-Otchere, Eileen Xiaoyu Zhang, and Jenny Wilkins. All were travelling, with no internet connection. Their apologies were accepted. - The meeting was confirmed quorate.	
3	Declaration of Interests No declarations of interest were made in respect of any agenda item.	
4	Governing Board Business <u>Board Membership</u> - It was agreed that it would be desirable to recruit one other person onto the Governing Board. <u>Update from Chair</u> - The Chair informed that correspondence from a member of staff was being look at by HR, but she was not in the position to give further details at the meeting. <u>Governor Visits:</u> - Due to her absence, JW's Safeguarding report to be brought forward to the next meeting.	

	Action: JW to present her Safeguarding report at the next LGB meeting. <u>Governor Training:</u> - The Chair informed she had attended training regarding schemes of delegation. She reminded that training needed to be strategic and not operational. - SP reported that he had spoken to Jody by phone and agreed a division of work where he could help with UCAS and careers documentation. He would also be arranging for someone from the UK Cyber Security Council to attend the school either at Careers Evening or at another suitable time. Action: SP to report on visit from the UK Cyber Security Council at the next LGB meeting. <u>End-of-term Meal:</u> Action: The Chair agreed to circulate dates to find one suitable for everyone.	1
		2
		3
5	Minutes and Matters Arising: <u>Minutes</u> The minutes of the LGB meeting held on 13th May 2025 were agreed as a true and accurate record of the meeting. The Chair would sign a hard copy of the minutes and leave them at the school for safekeeping. <u>Matters Arising</u> There were no matters arising not already covered at the meeting.	
6	Finance and Audit (See Part B Minutes):	
7	Premises and Risk (See also Part B Minutes): Premises: - See 2025/26 Budget under Finance. Health and Safety: - AB reported that a meeting of the Health and Safety Committee had taken place the previous week. No Health and Safety issues had been raised. Risk Register: - AB informed that Finance was the only change on the Risk Register. - CV is the Data Protection Officer. - AB reported that the school was going into a new chapter with its 6th form, due to the financial changes with independent schools, some of which were closing. He therefore did not know what their conversion rate would be for offers in this academic year. He reported the school had made 450 conditional offers, with the aim of getting around 225 take-up, but he could increase this number somewhat depending on the subjects involved. Q: Is it acceptable to say to students they could be taken, but only for certain subjects? A (AB): We could say that certain courses were full, but give the option of others. Also, some subject combinations do not work for us. Q: How often is the Risk Register reviewed? A (AB): We review it at the Leadership Group twice a year, but it is a live document.	
8	Safeguarding (See also Part B Minutes)	

	- In response to a question regarding stress in KS3, AB said that the school was looking at how this could be reduced, but it was difficult as the parents were so competitive, and the students so driven. Q: What are the consequences if they do not have a good day? A (AB): There is nothing. We look at progress. Small numbers fall behind and they get additional support. Here is a different level. We changed the timetable so that exams at KS3 were not all at the same time, and the parents complained. - The Chair reminded that the girls would have been top of their primary schools, but that was not necessarily the case here.	
9	Headteacher's Report (See also Part B Minutes) - AB had not received any news from the builders regarding the padel court. He did not know if it would be ready by the beginning of September, and said that anyway it would only be used for two hours a day. - The Chair gave credit to AB, saying that he had done well in carrying out a culture shift.	
10	Policies - Uniforms Policy: AB stated the policy had been "slimmed down" and would be uploaded to the website. - AB informed that from September the students would be allowed to come to school in their PE kit.	
11	Confidential Matters - Item 6: Finance - Part of Item 7: Premises and Risks - Part of Item 8: Safeguarding - Part of Item 9: Headteacher's Report	
12	Any Other Business Q: What are the plans for results day? A (AB): The same as last year, with the students receiving data on their phones. AB spoke of his concern, as those requiring support would not know what to do. He said it was never too late, as there was always something that could be done.	
13	Future Meetings It was agreed that similar meeting dates would be set for the following year. Action: AB to circulate 2025/26 meeting dates.	4
14	Closure of Meeting The Chair thanked everyone for attending. The meeting closed at 8.15 pm.	

No.	Action Part A	Who	By	Status
Meeting of 24th June 2025				
1.	JW to present her Safeguarding report at the next LGB meeting.	JW	For next meeting	Open
2.	SP to report on visit from the UK Cyber Security Council at the next LGB meeting.	SP	For next meeting	Open
3.	End-of-term Governors' Meal: The Chair to circulate dates to find one suitable for everyone.	NK	In the near future	Open
4.	AB to circulate 2025/26 meeting dates.	AB	ASAP	Open

Signed: _____ Print Name: _____ Date: _____
