

NEWSTEAD WOOD SCHOOL

Part A Minutes of Local Governing Board Meeting

11th March 2025 at 6.30pm

Naureen Khalid (NK)	Appointed Governor (Chair)	Present
Sol Ako-Otchere (SO)	Appointed Governor	Present (via Teams)
Steve Penny (SP)	Appointed Governor (Vice Chair)	Present
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Absent
Jenny Wilkins (JW)	Appointed Governor	Apologies
Alan Blount (AB)	Headteacher	Present
Philippa Jackson (PJ)	CEP Clerk (Minutes)	Present
Amy Norris (AN)	Designated Safeguarding Lead (DSL)	Present (for items 1-6)

Item	Minutes	Action
1	Welcome The Chair opened the meeting at 6.30pm. She welcomed the attendees and thanked them for joining the meeting.	
2	Apologies for Absence and Quorum <ul style="list-style-type: none"> Apologies were received from JW (abroad). She had tried to join virtually but was unable to get connected. Her apologies were accepted. The meeting was confirmed quorate. 	
3	Declaration of Interests <ul style="list-style-type: none"> No declarations of interest were made in respect of any agenda item. 	
4	Governing Board Business <u>Board Membership</u> There were no updates on Governor recruitment. <u>Governor Training</u> The following training had been completed this term: <ul style="list-style-type: none"> NK had attended HR training this term. <u>Governor Visits</u> The following Governor visit reports were noted: <ul style="list-style-type: none"> JW - Safeguarding – 21 November 2024 <u>Chair's Report</u> NK confirmed there were no actions or decisions taken between meetings by the Chair.	

5	<p>Minutes and Matters Arising</p> <p><u>Minutes</u> The minutes of the meeting held on 26 November 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>Safeguarding AN provided an update on safeguarding and raised the following key points:</p> <ul style="list-style-type: none"> • No incidents were disclosed over the Christmas holiday; • Prevent training was delivered to staff on the Inset day; • Certificates have been sent to all attendees and on-line training offered to non-attendees; • CPOMS training had been delivered to all staff; • A session on 'Learning Together' had been delivered to parents to increase engagement; • The newsletter published for staff covered information on maintaining professional boundaries and attachment disorders; • On 3 February, the Police and Bromley Wise are coming into school to talk about vaping and substance misuse; • Bromley Wise will also deliver workshops to Year 7 students on positive self-esteem and healthy friendships; • The counsellor continues in school; • AN to attend senior mental health conference on 3 February with United Learning. <p>Confidential safeguarding discussions were recorded in Part B minutes.</p> <p><i>AN left the meeting.</i></p>	
7	<p>Finance and Audit The Management Account for Period 3 (November 2024) was noted. Finance and Audit matters would be covered at the next meeting in March.</p>	
8	<p>Premises and Risk AB raised the following points:</p> <ul style="list-style-type: none"> • United Learning would visit the school on 30 January to discuss Premises • We are still awaiting approval of the 'Look and Feel' money; • There were no Health and Safety Inspection reports to note; • All audit and Health and Safety actions had been closed. 	
9	<p>Head Teacher Report The following papers were circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Head Teachers Report – January 2025 • SEF – December 2024 • Staff, Parent and Pupil Survey Results – December 2024 <p><u>Admissions Arrangements</u></p>	

Governors noted that in line with the Schools Admission Code the school was required to consult on the Admissions Arrangements for 2026/27. The consultation process was run and there were no proposed changes to the Admissions Arrangements. Two comments were received in response to the consultation. One relating to a potential siblings criteria and the other in support of the school. It was agreed that there would be no changes to the Admissions Arrangements.

Survey Results

The staff survey results would be presented to staff next week. All areas had improved since last year but there was still work to do on moving the school forward.

The parent survey results were positive including. It was noted that SEN parents rated support lower than we would like.

English perceptions had fallen since last year in the pupil survey. It is still a high performing department, but we need to improve here.

Q: Why does the student survey show English being a concern?

A: Some students commented that English was boring, rigid, too much reading and enrichment was not inspiring. However, good English results are always achieved. It has been difficult to cover long term sick and maternity leave this year. Some areas further down the school are not necessarily career orientated and we need to capitalise on these experiences so the children respond.

Q: Parent survey: Only 65% of parents knew how to support their children at home. Is there any feedback on this?

A: No. We have increased the number of forums and the quality of information on the website this year.

Q: Students were not impressed with careers support – why is this?

A: We are still working to improve careers further down the school. We have not always made this explicit for KS3. We are bringing in the Unifrog app to KS3 to increase formality.

Q: Parents are aware of benchmarking against other schools. What do they do differently to us?

A: They are not doing anything drastically differently, just progress and attainment is higher. There is a smaller cohort so less variety and more top end students. There are marginal gains (5% difference).

Q: What areas can make a difference?

A: Nothing wholesale. Ensure revision classes for the right children. Support sessions are in place. Its about moving from 95% of the children to 100% of the children. It relates to tiny numbers, particularly in the subjects with small numbers of students. We need to be more consistent all day, every day and in every classroom. The Headteacher is in the classrooms regularly and support plans are in place for those teachers that need it. There are some amazing subject experts and we will challenge staff if best practice is not seen. We need to share best practice across the departments and work more closely together.

Q: Attendance figures are good. What has worked well?

A: Consistency to our approach. Holidays taken in term time are dealt with. There is scope to improve the role of the form tutor in improving attendance.

	<p>Q: Is there staff sickness insurance?</p> <p>A: No.</p> <p>Q: What sort of training has been offered to non-teaching staff?</p> <p>A: Generic leadership training. Two members of staff have taken up the opportunity.</p>	
10	<p>Policies</p> <p>The following policies were APPROVED:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Complaints Policy 	
11	<p>Confidential matters</p> <p>Confidential discussions on finance were recorded confidentially under Part B minutes.</p>	
12	<p>Any Other Business</p> <p>The Chair asked Governors if they had any further questions. There was no further matters to raise.</p>	
13	<p>Future Meetings</p> <p>The next LGB meetings would be held on:</p> <ul style="list-style-type: none"> • 11 March 2025 at 6.30pm (Hybrid meeting) • 13 May 2025 at 6.30pm (Hybrid meeting) • 24 June 2025 at 6.30pm (Hybrid meeting) 	
14	<p>Closure of Meeting</p> <p>The Chair thanked everyone for attending. The meeting closed at 7.45pm</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 – AN to deliver training providing school context