

NEWSTEAD WOOD SCHOOL
Part A Minutes of Local Governing Board Meeting
24 September 2024 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 (via Teams)
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present
Jenny Wilkins (JW)	Appointed Governor	Apologies
Alan Blount (AB)	Headteacher	Present
Mari Hurriaga – (MH)	Deputy Headteacher	Present
Philippa Jackson (PJ)	Croydon Education Partnership Clerk (Minutes)	Present (via Teams)

Item	Minutes	Action
1	Welcome The Chair opened the meeting at 6.00pm. SO, SP and PJ joined the meeting via Teams. NK welcomed attendees and thanked them for joining the meeting.	
2	Apologies for Absence and Quorum Apologies for absence were received and accepted from JW (travelling). The meeting was confirmed quorate.	
3	Declaration of Interests No declarations of interest were made in respect of any agenda item. ACTION: Governors to complete a new declaration of pecuniary/business/other interests for 2024-2025 and return hard copy to the school. (All Governors)	1
4	Governing Board Business <u>Election of Vice Chair</u> SP was nominated and elected as Vice Chair for 2024/25. <u>Code of Conduct</u> Governors confirmed their agreement with United Learning's Code of Conduct. ACTION: Read and sign code of conduct and send signed electronic copy to the Clerk by email. (All Governors) <u>LGB Handbook</u> The recently updated LGB Handbook was noted. It was noted that all Governors would now be appointed for a 3-year term. <u>Board Membership</u> AF and JC had resigned from the LGB at the end of the 2023/24 academic year. NK had registered with Governors for Schools and Inspiring Governors as well as spreading the word through her network but had not managed to recruit any new governors to join the LGB. NK, SO, SP, JW and EXZ were re-elected for another a 3-year term (24.9.2024 – 23.9.2027). ACTION: Update Board membership lists with recent governor resignations and new appointment terms. New LGB membership list to be published on the school website. (PJ/ AB)	2 3

	<p><u>Committee Structure</u> United Learning had asked all LGB's to discuss whether a Finance Committee was required. It was agreed that there were not enough Governors on the LGB to be able to form a sub Finance Committee. Governors commented that the school had managed to set a balanced budget for the academic year and the scrutiny of the budget and finances could be overseen by the LGB.</p> <p><u>Link Governor Role</u> Link Governors for 2024/25 were confirmed as: Health and Safety – SO (to attend termly Health and Safety Committee meetings) Safeguarding – JW Careers - SP Finance and Risk Management - SO SEND – EXZ ACTION: Arrange to go into school to sign annual health and safety documents. (SO)</p> <p><u>Skills Audit</u> ACTION: Complete outstanding skills audits and return to Clerk. (NK) ACTION: Save completed skills audit forms to SharePoint folder (PJ)</p> <p><u>Governor Training</u> The United Learning training programme was noted. The Chair encouraged Governors to attend the training sessions particularly for their link roles. There had been a Governor request to attend safeguarding training with CEP. The Clerk confirmed that the school did not hold a training contract with Croydon and training should be completed with the NGA or United Learning.</p> <p>NK had attended the United Learning Chair's Forum this term to review the Autumn term agenda.</p> <p><u>Governor Visits</u> JW had conducted a safeguarding visit on 17 September.</p> <p>NK encouraged Governors to visit the school in line with their link areas to show accountability and ensure that the Board was fulfilling its governance duties. A governor visit form should be completed and sent to the relevant member of staff after the visit and a copy sent to the Clerk for inclusion on the LGB agenda. ACTION: Send Governor visit form template to Governors and add to SharePoint. (PJ) ACTION: Complete Governor visit form, share with relevant staff member and send to Clerk. (All Governors)</p> <p><u>Chair's Report</u> NK confirmed there were no actions or decisions taken between meetings by the Chair.</p> <p><u>LGB Self Evaluation</u> Self Evaluation forms had been completed. Some concerns had been raised regarding the size of the LGB and the difficulties in governor recruitment.</p> <p><u>DBS Checks</u> DBS Checks had been completed for all Governors.</p>	<p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p>
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	<p><u>Contact Details</u> Governors should advise the Clerk of any changes to contact details.</p>	
5	<p>Minutes and Matters Arising <u>Minutes</u> The minutes of the meeting held on 25 June 2024 previously circulated, were considered and APPROVED by Governors, subject to the following change:</p> <ul style="list-style-type: none"> • Correct the spelling of SO's name in the attendance list. <p>The Chair would sign a hard copy of the minutes following the meeting. ACTION: Amend 14 May 2024 Part B Minutes to correct SO's name in the attendance list. (PJ)</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>	10
6	<p>Safeguarding Keeping Children Safe in Education – September 2024 had been circulated to all Governors. ACTION: Read KCSIE 2023, sign safeguarding form and send electronic copy to the Clerk by email. (All Governors) ACTION: Complete safeguarding training with The Key and confirm to the Clerk once completed. (All Governors)</p> <p>Q: Are there any live safeguarding cases? A: No high level cases to make you aware of this term. The annual safeguarding report formed part of the HT report. The external safeguarding review report was available and the actions were being implemented. No major concerns had been highlighted in the review expect to sharpen the Wi-Fi filtering and monitoring.</p> <p>Q: How long had the DSL been in place? A: Two terms. The role had been embedded and was now looking at wellbeing.</p> <p>AB confirmed that all staff had received safeguarding training.</p> <p>Q: Are there any local safeguarding context/ issues to be aware of? A: County lines in this area. Prevent training is in place for staff and Governos were welcome to join. ACTION: Governors to confirm if joining the Prevent and SEND training sessions on 6 January 2025. (All Governors)</p> <p>Q: One child is missing. Has this been reported to the Local Authority? A: Yes. The DSL has taken the lead on this case.</p>	11 12 13
7	<p>Head Teacher Report Governors congratulated all the staff and pupils on the recent GCSE and A-level results.</p> <p>The Headteacher Report, including the data analysis and Summer 2024 performance for GCSE and A-level, was noted</p> <p>Q: Are the regrading queries coming in? A: They are coming in on an adhoc basis. The student must request the remark. Analysis will be created so we can ensure we are being strategic on the work required. We will look at the</p>	

analysis and cost. We have re-applied for the re-moderation for Fine Art and Textiles portfolios. All Fine Arts grades moved up more than Textiles. Textiles results moved up but by not as much. The moderators agreed they had been excessive in their moderation.

Q: Do you get your money back if an appeal is upheld,

A: Yes

Q: What happened with GCSE History?

A: I will meet with the Heads of department to review this. Results were poor on History at GCSE and A-level last year. A-level grades improved but the GCSE grades have not been unpicked. I will meet with every Head of department for an exam review and development by the end of the half term.

Q: History, Engineering Design and Art did not do as well as expected. Why is that?

A: Art has been regraded. The Engineering grades were volatile as the cohort was so small.

Q: Is it worth Engineering Design if the cohort is so small?

A: I will have a conversation about whether the subject runs again. There are small numbers and it is not financially viable.

Q: Chemistry grades were strong?

A: The grades are improving and holding the top grades. Maths was 82% 7+ grade. This was not weak but weaker than other subjects.

Q: How many of the language teachers are native speakers?

A: Quite a lot Pupil Premium children are doing better in some subjects than all other students.

Q: Are there any more updates on remarks?

A: A number of students are holding university places while the remarks are pending.

AB explained that the school had improved on grading prediction which helped the students realistically apply for university places.

Q: What are the targets for GCSE and A-level for 2024/25?

A: A-level: 86% A*-B grade. GCSE: 90% 7+.

Q: What more would you like to achieve?

A: To identify the key students to target to increase the progress measure.

Q: How have the staff responded to the targets?

A: The A-level target has not been changed. The staff understand that this is high target but the students deserve the grades. They have high aspirations for the students.

Q: For Years 11 to 12, how do the retention figures compare to previous years? Why did some students leave?

A: We hold little intelligence on this. We have some data from the previous year. Children are also more mobile now. We need to consider whether we have a target on retention. There is no academic reason for them to leave. We will always lose a few student until we are equal on paper to other schools.

	<p>Q: Have any students left to study courses that the school does not offer? A: Some leave for Music or more Maths/ specialist providers. Some leave for travel related issues. We can not always compete on the aesthetics and IT of the school in comparison to the new build schools. The toilet issues are on-going and have not yet been resolved by the Trust.</p> <p>AB encouraged Governors to visit the school to see the refurbished outdoor area.</p>	
8	<p>Teaching and Learning and Curriculum The School Improvement Plan 2024/25 was noted.</p> <p>Q: Three of the areas for improvement align to the Trust's over-arching priorities and three from the R&S areas. How will the priorities be achieved? A: We have a strong and stable leadership team responsible for delivering the strategy, while AB oversees the Teaching and Learning and Finance.</p> <p>Q: What are you doing for community engagement? A: We are doing more and in a different way. Two curriculum open evenings, Learning Together forum and the parent survey to be conducted in November. All Governors are welcome to attend these sessions.</p> <p>ACTION: Governors to confirm if joining the Year 7 and Year 12 curriculum meetings or the Learning Together forum. (All Governors)</p>	14
9	<p>Policies The following policies were APPROVED:</p> <ul style="list-style-type: none"> • Student Acceptable Usage Policy • Group Health and Safety Management Policy • Anti Bullying Policy • Attendance Policy September • Behaviour Policy • Complaints Policy • Electronic Devices Policy - Searching & Deletion • Exclusion Policy • Missing and uncollected pupils • Mobile Device Policy • Racial Incidents Policy • RSE Policy • Safeguarding Policy • United Learning Whistleblowing (Raising Concerns) Policy • Records Retention Schedule • Health and Safety Statement of Intent <p>Q: There is a section in the Attendance Policy which refers to provision for traveller families. Are there any traveller families at the school? A: We do not have any students from traveller families but we have some parents of traveller descent. We need to ensure that the families are protected by the policy.</p> <p>Q: Do any students identify as trans? A: Yes and the students are well catered for. Students are protected under the Equalities Act as soon as they notify you.</p>	

	<p>Q: What is the situation with the toilets? A: We still have gender neutral toilets which are not an issue.</p>	
10	<p>DfE, ESFA and Ofsted Updates The following updates were noted:</p> <ul style="list-style-type: none"> • Pupil Premium; • Keeping Children Safe in Education 2024; • Updated Attendance Guidance; • ESFA Update academies: 28 August 2024. 	
11	<p>Confidential matters Confidential discussions on finance were recorded confidentially under Part B minutes.</p>	
12	<p>Any Other Business MH reported the following:</p> <ul style="list-style-type: none"> • EDI training for staff would be delivered on 28 October; • EDI working party for staff and pupils had been set up; • Black History month plans were underway with food and cultural celebrations taking place. <p>Governors note the United Learning letter in relation to Staff Student Relationships dated September 2024.</p> <p>The Chair asked Governors if they had any further questions. There was no further matters to raise.</p>	
13	<p>Future Meetings The 2024/25 LGB meeting dates were confirmed as:</p> <ul style="list-style-type: none"> • 26 November 2024 at 6.30pm • 21 January 2025 at 6.30pm • 25 March 2025 at 6.30pm • 13 May 2025 at 6.30pm • 24 June 2025 at 6.30pm 	
14	<p>Closure of Meeting The Chair thanked everyone for attending. The meeting closed at 8.15pm.</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				
1.	Governors to complete a new declaration of pecuniary/business/other interests for 2024-2025 and return hard copy to the school.	All Governors		
2.	Read and sign code of conduct and send signed electronic copy to the Clerk by email.	All Governors		
3.	Update Board membership lists with recent governor resignations and new appointment terms. New LGB membership list to be published on the school website.	PJ/ AB		
4.	Arrange to go into school to sign annual health and safety documents.	SO		
5.	Complete outstanding skills audits and return to Clerk.	NK		
6.	Save completed skills audit forms to SharePoint folder.	PJ		
7.	Send Governor visit form template to Governors and add to SharePoint.	PJ		
8.	Complete Governor visit form, share with relevant staff member and send to Clerk.	All Governors		
9.	Amend 14 May 2024 Part B Minutes to correct SO's name in the attendance list.	PJ		
10.	Read KCSIE 2023, sign safeguarding form and send electronic copy to the Clerk by email.	PJ		
11.	Complete safeguarding training with The Key and confirm to the Clerk once completed.	All Governors		
13.	Governors to confirm if joining the Prevent and SEND training sessions on 6 January 2025.	All Governors		