

NEWSTEAD WOOD SCHOOL

Part A Minutes of Local Governing Board Meeting

25 June 2024 at 6.30pm

Naureen Khalid (NK)	Appointed Governor (Chair)	Apologies
Jonathan Capon (JC)	Appointed Governor	Present
Ade Fasusi (AF)	Appointed Governor	Present (via Teams)
Sol Ako-Otchere (SO)	Appointed Governor	Present
Steve Penny (SP)	Appointed Governor (Vice Chair)	Present (via Teams)
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present
Jenny Wilkins (JW)	Appointed Governor	Present

In attendance:

Alan Blount (AB) - Headteacher
 Philippa Jackson (PJ) - Croydon Education Partnership Clerk
 Claire Viner (CV) - School Business Manager

Item	Minutes	Action
1	<p>Welcome</p> <p>SP agreed to Chair the meeting in NK's absence. The Chair opened the meeting at 6.30pm. AF and SP joined the meeting via Teams. SP welcomed attendees and thanked them for joining the meeting.</p>	
2	<p>Apologies for Absence and Quorum</p> <p>Apologies for absence were received and accepted from NK (issues with her car). 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 / Vacancies / Appointments / Terms due to expire</u> AF and JC confirmed that they would be resigning from the LGB at the end of this academic year. The skills audits had been circulated and governors had been asked to complete the skills audit to help inform the governor recruitment process. EXZ would complete her skills audit and send to the Clerk. Governor recruitment would proceed in the new academic year. Action: EXZ to complete skills audit and send to the Clerk. (EXZ)</p> <p><u>Governor Training</u> SP had attended the Careers Update this term.</p> <p><u>Governor Visits</u> No governor visits had been conducted this term.</p> <p><u>Chair's Report</u> The Vice Chair was not aware of any actions or decisions taken between meetings by the Chair.</p> <p><u>LGB Self Evaluation</u> Action: Self Evaluation forms had been circulated by NK who would collate, dispatch to United Learning and feedback would be provided at the meeting in September.</p>	<p>1</p> <p>2</p>

5	<p>Minutes and Matters Arising</p> <p><u>Minutes</u> The minutes of the meeting held on 14 May 2024 previously circulated, were considered and APPROVED by Governors. The Chair would sign a hard copy of the minutes following the meeting. Action: Amend 14 May 2024 Part B Minutes to show as confidential. (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>	3
6	<p>Finance and Audit</p> <p>The following reports, circulated prior to the meeting, were noted:</p> <ul style="list-style-type: none"> • Monthly Management Accounts – April 2023/24 – Period 8 • Post Board 2024/25 Budget Summary <p>AB highlighted the following key points:</p> <ul style="list-style-type: none"> • There had been minimum changes to the 2024/25 Budget for Draft 3 submission; • The Management Accounts for 2023/24 were on budget to close the year; • The Audit Report actions: One action remained open and an update was provided in the Headteacher’s Report; • £0.25 million had been approved for the Summer works; • The work for the science labs had not yet been approved by United Learning. <p>Governors raised the following questions:</p> <p>Q: Were we expecting to end the year with a large contingency? A: The contingency had been used earlier in the year for the teacher and support staff pay reviews. The teaching contingency took a hit due to the unfunded Support Staff pay reviews.</p> <p>Q: The 2024/25 budget was a little above 2%. Is that correct? A: We have budgeted for additional TPECG funding (£374k) which we were notified about by Central Finance Team. This had been included in the 5 year budget which now balanced at 2%. There were no concerns with being slightly over 2% at this stage.</p> <p>Q: What is the contingency for 2024/25? A: This is shown in the post Board Budget Summary. The general contingency is £47k. The teaching contingency is £163k. Additional budget income had been notified by Central Team last week and is now included in the pay roll. The concerns are around the increase in salaries in 2024/25 but this was not expected to wipe out the teaching contingency. Additional money had gone into the departments to allow the flexibility in spending over the year. Regular meetings were held with the Business Partner and Management Accountant to ensure the school’s finances were carefully managed. Action: Send the breakdown of contingencies to SAO. (CV)</p> <p>Q: The adverse positions are being partially offset by £349k additional income for 16-19 TPECG and curriculum support and £48k release of general contingencies. What would have been done with this money? A: The predicted figures were budgeted for. If more income is received throughout the year, more was available to spend on minor building works and repairs.</p>	4

	<p>Q: Was the £349k additional income expected? A: No, the additional income was not expected but it allowed us to spend more on site developments this year.</p>	
7	<p>Premises and Risk AB was working through the Health and Safety audit actions. CV provided updates on the actions every 6 weeks. There was one outstanding action to risk assess each classroom. This will be carried out over the Summer holiday with United Learning. The classroom and corridor redecoration and flooring would be carried out over the Summer.</p> <p>Q: Has the asbestos survey been completed? A: Yes, the main school was compliant. The boiler room and external buildings were still to be completed.</p> <p>Q: In relation to the health and safety accidents, staff first aid related to diabetes, food intolerances and asthma. How many pupils suffer with these conditions? A: Asthma – I do not know exactly how many pupils but those pupils have a asthma card and plan. EpiPen pupils – 20. Food intolerances – A significant number of pupils. Food intolerances were more of an issue on school trips, particularly when abroad. All pupils had been identified on school trip pupil lists.</p> <p>Q: How many school trips were abroad? A: Quite a few, particularly at this time of year. One member of staff dealt with school trips and the pupil lists go through a three-tier approval process.</p>	

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Report of Headteacher

Governors raised the following questions:

Q: What are the details of the racial incident this term?

A: This related to a group of Year 9 students. A name they chose to use had racial connotations. Parents had been notified and the students had been spoken to.

The draft School Development Plan for 2024/25, circulated prior to the meeting, was noted.

AB reported that United Learning had offered a number of subject reviews and support for next year's priorities in the School Development Plan. MH, new Deputy Headteacher, had spent a significant amount of time aligning subjects and developing the curriculum with staff.

10	<p>Risk Register Nothing to report.</p>	
11	<p>Policies The following policies were reviewed and APPROVED:</p> <ul style="list-style-type: none"> • Equalities Policy and Statement • Accessibility Policy • Online Safety Policy <p>Q: Are these policies effectively United Learning standards? A: Yes, with localised actions included.</p>	
12	<p>DfE, ESFA and Ofsted Updates The following updates were noted:</p> <ul style="list-style-type: none"> • ESFA Updates for Academies; • Special educational needs co-ordinator's national professional qualification; • Flexible working in schools; • Ofsted Big Listen; • Area SEND: Framework and Handbook; • Ofsted inspections and visits: deferring, pausing and gathering additional evidence; • Senior mental health lead training • My Financial Insights. 	
13	<p>Confidential matters Confidential discussions on safeguarding and staffing were recorded confidentially under Part B minutes.</p>	
14	<p>Any Other Business The Chair asked Governors if they had any further questions. There was no further matters to raise.</p>	
15	<p>Future Meetings The 2024/25 LGB meeting dates were confirmed as: 24 September 2024 at 6.30pm (JW apologies) 26 November 2024 at 6.30pm (SAO apologies) 21 January 2025 at 6.30pm 25 March 2025 at 6.30pm 13 May 2025 at 6.30pm 24 June 2025 at 6.30pm</p> <p>Action: Confirm that the 24 September 2024 meeting would be quorate. (Clerk)</p>	5
16	<p>Closure of Meeting The Chair thanked AF and JC for their contributions to the school and Governing Body and wished them well.</p> <p>The meeting was closed at 7:45pm by the Chair. He thanked everyone for attending the meeting.</p>	

Signed: _____	Print Name: _____
Date: _____	

Action Points

Actions Arising from 2023-24 Meetings

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				
1.	EXZ to complete skills audit and send to the Clerk.	EXZ		Open
2.	Self Evaluation forms had been circulated by NK who would collate, dispatch to United Learning and feedback would be provided at the meeting in September.	NK/ PJ		Open
3.	Amend 14 May 2024 Part B Minutes to show they are confidential.	PJ		Closed
4.	Send the breakdown of contingencies to SAO.	CV		
5.	Confirm that the 24 September 2024 meeting would be quorate.	PJ		Closed