

NEWSTEAD WOOD SCHOOL

Part A Minutes of Local Governing Board Meeting

24th March 2026 at 6.30pm

The meeting was held in person at the school

Naureen Khalid (NK)	Appointed Governor (Chair)	Present
Paul Norman (PN)	Headteacher	Present
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present
Sol Ako-Otchere (SO)	Appointed Governor	Present (Virtually) until 8.15pm
Steve Penny (SP)	Appointed Governor (Vice Chair)	Present (Virtually) until 8.15pm
Jenny Wilkins (JW)	Appointed Governor	Apologies

In attendance:

Kate Owbridge (KO)	Potential New Governor
Amy Norris (AN) (until 7.40 pm)	School's Safeguarding Lead for Item 6
Victoria Faint (VF)	Clerk, Croydon Education Partnership

Papers Circulated prior to meeting: Agenda; Part A and Part B Minutes of LGB meeting 20.01.26; SEF 25-26 Short Summary; SIP 25-26; Prevent Risk Assessment; Safeguarding Report Spring 2026.

Item	Minutes	Action
1	<p>Welcome</p> <p>The Chair opened the meeting at 6.38 pm. and welcomed Kate Owbridge (KO), who had been invited to attend as a potential new Governor. The Governors went round the table and introduced themselves.</p> <p>Naureen Khalid: Chair of Governors.</p> <p>Paul Norman: Headteacher, appointed in January. He has been in the Group about twelve years.</p> <p>Eileen Xiaoyu Zhang: Parent Governor. Has one child at the school.</p> <p>Sol Ako-Otchere: Appointed in 2018. Finance, Health and Safety, and Risk Management Governor.</p> <p>Steve Penny: A Governor since about 2014. His daughter had been a pupil at the school. He works for the Government in an area of security. Special interest in diversity, inclusivity, and advancements in education.</p> <p>Also introduced:</p> <p>Amy Norris: School's safeguarding lead.</p> <p>Victoria Faint: Clerk, has been with the school for just over a year.</p> <p>KO informed that she was an ex-pupil, and had attended the school between 1981-88. She had been in primary education all her career, and had retired the previous year after a headship role. She was now an Ofsted inspector.</p> <p>DECISION:</p> <p>It was unanimously agreed that Kate Owbridge join the Governing Board of the school.</p> <ul style="list-style-type: none"> KO was informed that the school was waiting for her DBS check to come through, and once that had been received, she would be given access to GovernorHub. 	

2	<p>Apologies for Absence and Quorum:</p> <ul style="list-style-type: none"> Jenny Wilkins, travelling abroad. The meeting was confirmed quorate. 	
3	<p>Declaration of Interests:</p> <ul style="list-style-type: none"> No declarations of interest were made in respect of any agenda item. 	
4	<p>Governing Board Business:</p> <p>Chair's Update:</p> <ul style="list-style-type: none"> The Chair informed that she and PN had attended a two-day leadership conference run by the Trust. They have talked through the previous and the next five-year strategy, and also discussed Ofsted. They confirmed that an inspection visit was imminent. PN added that it had been a very good conference, with excellent speakers. He reported that the next five-year strategy was different, concentrating on ambition. He said that the one thing that really stood out, was talking about the parent curriculum and how schools engage with parents outside school hours. <p>Governor Training:</p> <ul style="list-style-type: none"> The Chair informed that she had attended Exclusion training. SP had attended Safer Recruitment training through URL the previous week. He had also completed Safeguarding training through the Social Mobility Foundation about ten days' ago. JW had met with AN, and discussed the Safeguarding Audit. 	
5	<p>Minutes of LGB Meeting 20th January 2026 and Matters Arising:</p> <ul style="list-style-type: none"> The A and B minutes of the LGB meeting held on 20th January 2026 were agreed as a true and accurate record. They would be signed by the Chair and kept at the school for safe-keeping. <p>Matters Arising:</p> <ul style="list-style-type: none"> The Action Points and matters arising had been completed. <p>School Uniform Policy:</p> <ul style="list-style-type: none"> PN informed that the reason for the change in policy had been the wish to reduce the cost of the school uniform. There would now be three printed items: the jacket and blazer; sports top, and the stripey shirt would be changed to a plain white shirt. These would be rolled through from Yr 7. He added that the blazer and jumper would remain green. <p>Careers Update:</p> <ul style="list-style-type: none"> PN had met with the organiser who had sent him the circulated papers. He was due to respond to her after Easter to discuss and look at placements for the students. PN agreed to produce a full report after that session. <p>Action: PN to circulate Careers Update report after Easter.</p> <p>IT:</p> <p>Action: (Action 5 from 20th January meeting) PN to ensure the up-to-date Privacy Notice is on GovernorHub.</p>	<p>1</p> <p>2</p>

6	<p>Safeguarding: Amy Norris (AN):</p> <ul style="list-style-type: none"> • AN informed that she had been advised to have a Safeguarding Audit, and arranged for United Learning to come to the school to carry it out. Zara met with AN, a panel of students, staff, and HR (to check the Central Record). The school received a good feedback on record keeping, and was told it was in a good position. AN said that this had given her a bit more autonomy over the categories, as she had been given authorisation to add one, which she will do at the beginning of next term. • The feedback from the students was that they had spoken readily about where to access support. However, they were not able to refer to PHF, as it "did not cross their minds". AN therefore immediately sent out a survey to the students and met with them to identify if they felt safe at school. • AN informed that she had delivered a KS3 assembly the previous week, and attended a general assembly about anxiety. She had reminded the students how they could access help at school, and hoped that they would now be able to report back more efficiently. Two more assemblies had been arranged for Yrs 9 and 11 next term, along with wellbeing sessions. • AN said that she had arranged for display screens round the school, which give information on healthy relationships and on-line safety. • She was aware that some staff were not always confident in delivering certain subjects. PHSE training had been arranged for the staff on 13th April, and AN hoped that they would feel more confident after this. • AN reported that Zara had also suggested the school carry out a Risk Assessment. This was not mandatory for schools, but Ofsted could ask for it. She added that lots of the risks had been mitigated by staff training and awareness. • AN finished her report by stating that she felt the school offered more support than many schools, and it was in a really good position. <p>Q: How many people were with you for the audit? A (AN): Just Michelle. She works three days a week. She is very good, particularly with the younger students. We do not have a LAC this year.</p> <ul style="list-style-type: none"> • Regarding parental engagement, AN informed that she had arranged a coffee morning for parents. She regretted that this had not been as well attended as the previous term, but was aware that many of the parents work or come from a long distance away. <p>Q: Regarding "Whisper It", the email, where students can report things anonymously. How can you build their trust, as some students are suspicious of using it? A (AN): They do use it, but it is hard as you cannot offer feedback.</p> <p>Q: Is it worth showing the School Council what you see on the screen? A (AM): That is a good idea to show them how it works, and prove it really is anonymous.</p> <p>Q: This is impressive. What is your next step for moving safeguarding forward? A (AM): I would like to tell Ofsted that I back the school, and think they do a brilliant job. At the moment we do not assess the impact of it. We could check as to how well students feel at the beginning of the support and then at the end. That would be my next step.</p>	
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	<ul style="list-style-type: none"> • KO said that this was impressive, and was everything she would want said to Ofsted. <p>Q: You mentioned training for the staff to conduct PHSE sessions. What sort of training do you give the staff, and do you have staff members who specialise in particular areas? A (AM): They have had a day in training so far, and it is a priority. It is a wide set of topics. If a topic is very sensitive, outside providers come in to give separate workshops.</p> <p>Q: I want to explore trust. How do you help your students trust the reporting system, and believe that concerns will be acted on very quickly? If they do not trust the system, they will not report. A (AM): We have a really good culture of reporting everything. Staff are vigilant with that. In terms of trust with students, I think the biggest risk factor of that with younger students is how frequently I have to phone their parents. What I promote is being really transparent regarding that. We have a duty of care, and it is something we may have to do. Staff are vigilant regarding concerns. Our data reflects that. Everything is documented.</p> <p>Q: Regarding attendance. Is there a pro-active element looking at attendance, to see if some of these issues relate to safeguarding? A (AM): I work closely with the attendance team of two. They have information on all our vulnerable students. These are the students who are prioritised when they are not in school or attending a lesson. The team alert me if they have not been able to get in touch as required. I speak to the team almost every day. We do home visits to students who are persistent absentees, or if there is something unusual about their absence.</p> <ul style="list-style-type: none"> • AM informed that mental health remains the biggest reason for referrals. There had been a rise of conflict in the home in general, and the school gets notified if the police attend domestics. • AM reported that sexual harassment was on the rise. She said that the Sixth Form boys were particularly aware of this, coming into a girls' school, and in this academic year she has had more conversations with students on the subject. She informed that in the first two weeks of this year, there had been masculinity talks, and someone had come to talk about consent immediately after. She reported that for this September, she had booked the organisation, Talk Concerns, to come into the school, as she believed they had a better rapport with the students. • AM informed that the Head of Yr 6 had received training on talking to students about misogyny, and she had also attended this training. Her aim was for a united approach to the subject across all the United Learning schools. • AM assured the Governors that the Prevent staff were very aware and knew how to report any problems. <p>The Chair thanked AM for attending the meeting and for her most useful report. AM left at 7.40 pm.</p>	
7 & 8	<p>Report of Headteacher/Teaching and Learning (See also Part B): The Governors confirmed they had read the reports circulated.</p> <ul style="list-style-type: none"> • PN informed that the feedback from the Group had stated that a lot of operational systems and safeguarding had been of a high standard. He said they had looked to see "If the school was doing what it said it was doing". He mentioned they had discussed the Rosenshine's Principles, which he was familiar with. 	

	<ul style="list-style-type: none"> • They found that the staff had a really good impact, and they knew their PP pupils well. There was very little difference between PP and the other pupils. • All staff had attended full safeguarding training on 28.08.25, and all SLT and HR staff were safer recruitment trained. • PN praised the Site Manager. He reported that the new site cameras were in, the heating works had been sorted, and the gym floor replaced. • PN informed the Safeguarding audit was continuing, and they were always looking at key indicators for the school. • PN reported that the school's attendance was the highest in the United Learning Group, with a minimum of 96%, and well within the top 10% nationally. <p>8.15pm The virtual link was lost to SO and SO. VF reminded that the meeting was no longer quorate.</p> <p>SIP:</p> <ul style="list-style-type: none"> • PN reported that the SIP was "OK" but required updating, particularly in areas of PP and SEND. • KO offered to assist PN with the "Engaging Priorities". He thanked her and accepted her offer. 	
8	<p>Teaching/Learning/Curriculum: See Item 7 Headteacher's Report above.</p>	
9	<p>Policies: Behaviour Policy Mobile Phone Policy</p> <ul style="list-style-type: none"> • It was noted that these policies had already been approved. • The change in uniform had been incorporated into the Behaviour Policy. • PN reported that he had changed the Mobile Phone Policy, as he did not want to put any child without a mobile phone at a disadvantage. He informed of another school which only allowed their pupils to bring Nokia phones into school. Any pupil found using a smartphone on the school premises would have it confiscated for two weeks. He said that the pupils appeared happier both at school and at home, and this policy had reduced the amount of on-line bullying they were subjected to. The Governors all agreed that this was an idea worthy of consideration. 	
10	<p>Confidential Matters – Part B Minutes:</p> <ul style="list-style-type: none"> • Part of Item 7: Headteacher's Report. 	
12	<p>Any Other Business:</p> <ul style="list-style-type: none"> • There was no other business. 	
13	<p>Closure of Meeting: The Chair thanked everyone for attending. The meeting closed at 8.25 pm.</p> <p>Date of next meeting: 12th May 2026 in person at the school at 6.30 pm.</p>	

DECISION MADE AT THE MEETING:

- It was unanimously agreed that Kate Owbridge join the Governing Board of the school.

No.	Action Part A	Who	By	Status
Meeting of 24th March 2026				
1.	PN to circulate Careers Update report after Easter.	PN	After Easter	
2.	Action brought forward from 20 th January meeting: PN to ensure the up-to-date Privacy Notice is on GovernorHub.	PN	Before next meeting	

Signed: _____	Print Name: _____
Date: _____	