



NEWSTEAD WOOD SCHOOL
Part A Minutes of Local Governing Board Meeting
Held at the school on 14 May 2024 at 6.30pm

Naureen Khalid (NK)	Appointed Governor (Chair)	Present
Jonathan Capon (JC)	Appointed Governor	Present
Ade Fasusi (AF)	Appointed Governor	Present (Via Teams)
Sol Ade-Otchere (SO)	Appointed Governor	Present (Via Teams)
Steve Penny (SP)	Appointed Governor	Apologies
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present
Jenny Wilkins (JW)	Appointed Governor	Present (for items 1-11)

In attendance:

Alan Blount (AB) - Headteacher
 Philippa Jackson (PJ) - Croydon Education Partnership Clerk
 Mariu Hurriaga – (MH) - Deputy Headteacher

Item	Minutes	Action
1	<p>Welcome</p> <p>The Chair opened the meeting at 6.35pm. SAO and AF joined the meeting via Teams. NK welcomed attendees and thanked them for joining the meeting, specifically MH who had recently joined the school as the Deputy Headteacher. MH provided some information on her previous experience with United Learning and her areas of work at Newstead Wood. The Governors and Clerk introduced themselves to MH.</p>	
2	<p>Apologies for Absence and Quorum</p> <p>Apologies for absence were received and accepted from SP (work related). 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>4a <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. A governor with SEN experience would be required to ensure a positive impact on the LGB and school.</p> <p>4b <u>Governor Training</u> The termly training schedule had been circulated to governors by United Learning. NK had attended the Chairs Forum this term. No governor visits had been conducted this term.</p> <p>4c <u>Chair's Report</u> NK confirmed there were no actions or decisions taken between meetings by the Chair.</p>	
5	<p>Minutes of Previous Meeting</p> <p>The Minutes of the meeting held on 19 March 2024 and 26 March 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.</p>	

6	<p>Report of Headteacher</p> <p>NK extended thanks to AB for always submitting his very comprehensive reports on time.</p> <p>The following questions were raised:</p> <p>Q: Does the school still have the freedom as an Academy Trust to appoint unqualified teachers? A: Yes.</p> <p>Q: The digital strategy states that you need to replace 200 PC's next year. How will this be funded? A: We do not receive any additional IT funding from the Trust. We have the money for this but we need the advice and technical expertise from London IT to replace 200-300 PC's.</p> <p>Q: Do you allow the students to bring in their own laptops? A: Yes.</p> <p>Q: Is the IT system well backed up? A: Yes. It is all cloud based and managed by the Trust. Nothing important was held locally.</p> <p>Q: How will the roll out work? A: We wanted to roll out to two departments initially with Maths and Geography. It has taken 2-3 terms to roll out 20 staff devices. A planning meeting had been held with senior school and Trust leaders, technicians and London IT to look at the feasibility and timeline and the impact on training.</p> <p>Q: Will firewalls be covered? A: Filtering and monitoring would be on. Guests would be asked to register and log on.</p> <p>Q: How do you safeguard the children when the use their own data? A: This all depends on what the parents have set up on the devices, the same as mobile phones.</p> <p>Q: Study leave had been paired back and this had not been welcomed by some students. A: The school had always allowed study leave for Year 11 and 13 public exams and for mocks in Year 11-13. This year, attendance in lessons has been prioritised and study leave had only been officially allowed after the first big external exam, and partially for Mock 2 in Year 13. Our view was that if we have experienced staff in subjects, they should be imparting their knowledge to the students as targeted revision in school. This is in line with legislation and with what other schools are doing. All children would benefit from revision at school, especially those in the middle to bottom of the cohort.</p> <p>Governors note the Sixth Form Access Programme.</p> <p>AB explained that if pupils met two criteria at point of entry they would be signed up to the 16-19 Support Programme immediately. The children would be mentored from day 1 and have a 'champion' when they started school. This ensured the right support was in place for that child.</p> <p>Q: Will there be a support programme for 6th form? A: This was not part of the admissions process. The programme would be endorsed when pupils started.</p>	
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<p> Q: What are the details of the racist incidents this term? A: The incident had been recorded, followed up and interventions put in place for the pupil. The incident was not of a serious nature and involved a pupil using the inappropriate terminology. </p> <p> AB reported that Racial Awareness survey had been launched for all students and staff and would feed into an action plan. Governor training in racial awareness would be welcomed. Action: Circulate racial awareness training to Governors. (AB) </p> <p> Q: Can you provide details on the EAL students that skewed the variance in Year 13 mocks? A: EAL were slightly lower (10%) than the main cohort. The trend was not expected as the EAL cohort generally outperformed others. A new literacy lead had been appointed and would focus on specific groups. The data would be used to drive the literacy support. </p> <p> Q: Class size was 28. Was there any value in increasing the class size to 30? A: There would be value in having the discussion and to look at the process. Any changes to the process would involve a change to PAN. The school was already at full capacity. Another 12 students in each year group would have an impact on the building in terms of capacity, workload and health and safety. </p> <p> Q: Have the Trust questioned class size? A: Yes, and we had explained the reasons for not increasing. </p> <p> Q: There was an additional £32 exam fees? A: Yes, the exam fees increased every year. </p> <p> Q: Year 9 attendance was at 64%. Was this correct? A: No, this should be 94%? </p> <p> Q: Building works had been budgeted at £100k. What was that for? A: A school wide refresh and refurb including the pathway and car park resurface. </p> <p> Q: Have there been any Data Protection issues? A: No. </p> <p> Q: Are you happy with School Development Plan progress? A: Given the circumstances, we are in a great position with a strong team to move the school forward. </p> <p> Q: In attainment, the 86% target was rated as red. What was being done about this? A: HD (Deputy Headteacher) was leading on assessment and data and had put in as many interventions as possible. We need to ensure that pupils were on the right course. Mock 2 showed that attainment was 5% up on last year. </p> <p> Q: How is the HR role working out? A: The role was 3 days per week and had dealt with staff absence, well-being and occupational health. AB still attended the half termly Union Rep meetings. </p> <p> Q: How are the mental health sessions going? A: 148 parents had signed up for the on-line sessions. The sessions offered good communication and resources for ensuring child well-being. Not many teachers had signed up but we would continue to encourage staff and parents to sign up. </p>	<p>1</p>
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	<p>Q: Could the sessions be included in the SEND information sheet? A: Yes, this would be added. We were changing how we communicated to parents to ensure that mental health remained active. Action: Include mental health on-line sessions on the SEND information sheet. (AB)</p> <p>Q: In the action tracker, there were 5 cultural issues. Can the LGB receive a formal regular report on cultural issues? A: Yes, we can report on cultural issues and also report on the celebration of cultures. Action: Provide report on cultural issues and celebrations. (AB)</p>	<p>2</p> <p>3</p>
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7	<p>Safeguarding</p> <p>JW had spoken with AN (DSL) and she had confirmed that the number of open CPOMS cases had been reduced further and each member of the Pastoral Team had been allocated the remaining open cases. JW would arrange a further safeguarding and curriculum visits in school.</p> <p>AB confirmed that a further safeguarding visit would be conducted by the Local Authority on 18 June.</p>	
8	<p>Finance and Audit</p> <p>The March (P7) Management Accounts, Budget 2 2024/25 Draft 2 and Modeller summary, circulated prior to the meeting were noted.</p> <p>AB reported that Budget 2 had been submitted to the Trust within the deadline. The school had a strong 5 year budget. The Management Accounts showed that the school was still on track to reach the expected budget at the end of year. The Chair advised that other Finance and Audit matters would be discussed at the next meeting.</p>	
9	<p>Health and Safety</p> <p>A Health and Safety meeting had been held in March and another meeting would be held on 6 June. The minutes of the meetings would be circulated and any issues raised at the next LGB meeting.</p>	
10	<p>Policies</p> <p>Q: Should the UCAS Grading Policy be a Trust wide policy?</p> <p>A: Yes possibly, as it set the agreed guidelines and protected staff and students. The Trust would be conducting a 6th form visit soon and we could raise this question with them. All 6th forms are different so the relevance of the policy would be different depending on the schools across the Trust.</p> <p>Governors APPROVED the UCAS Grading Policy.</p> <p>Q: Is there a Menopause Policy?</p> <p>A: Yes, this is a Trust wide policy.</p>	
11	<p>Complaints</p> <p>A summary of the complaints was noted and the following questions raised:</p> <p>Q: Have there been any changes made since the recommendations from the Complaints Panels?</p> <p>A: There were not a huge number of recommendations made by the Panels. No major changes were needed but it was more about communication and ensuring that the issues were dealt with earlier on. The safeguarding complaints had been our priority. We had invested resources in this area to implement the procedural changes.</p> <p><i>JW left the meeting.</i></p>	
12	<p>Confidential matters</p> <p>Discussions on premises, safeguarding and staffing were recorded confidentially under Part B minutes.</p>	

13	<p>Any Other Business The Chair asked Governors if they had any further questions.</p> <p>Q: Will a change in Government impact the school? A: We were not expecting any impact to Grammar schools in the first term of a new Government. A focus on Pupil Premium for all schools was expected and the work that we had already done on this would help. No changes to the academies programme or curriculum were expected.</p> <p>There were no other matters of business to report.</p>	
14	<p>Future Meetings The next meeting would be held on Tuesday 25 June 2024 at 6.30pm.</p>	
15	<p>Closure of Meeting The meeting was closed at 8.00pm by the Chair. She 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.	Clerk to circulate the skills matrix. Skills Matrix to be completed by Governors.	All/ Clerk		Open
2.	Next Risk Report to include all red flagged risks and note progress to date.	CV		Open
3.	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