

**MINUTES OF THE MEETING OF THE
MISSION GROVE PRIMARY SCHOOL GOVERNING BODY
HELD ON 10TH JULY 2025
AT 6:30PM
AT THE SCHOOL AND VIA TEAMS**

Present:	Joanna Grainger, Chair	Co-opted Governor
	Matilda Thaddeus-Johns, MTJ	Co-opted Governor
	Galina Krasteva , GS	
	Meshak Taylor , MK (MS Teams)	
	Lorraine Weir , LW	
	Hawys Elis-Williams, HEW	
	Kate Jennings, HT	Headteacher
	Nicolae Serban, NS (arr. 6.55pm, MS Teams)	Local Authority Governor
	Joseph Viscomi, JV	Parent Governor
	Karla Thomas, KT	
	Sabah Hakeen, SH	Staff Governor

Clerk to the Governors: Kathryn Protsiv

Also present:	Pritpal Atwal, DHT	Deputy Headteacher
	Shade Alegbeleye, FO	Finance Officer
	Amrine Uddin, SBM (MS Teams)	School Business

Manager

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.1	Agreed: Minutes of 22 nd May 2025, Chair to sign	-	-
5.2.7.6	Action: KJ to send SDP funding allocations to Governors once budget is agreed.	HT	Next FGB
5.5	Action: Governors to read the Governor Strategy Day 27.6.25 meeting notes (uploaded in the folder for this meeting) and note the examples of strategic questions listed in section 3.	All	Next FGB
5.5	Action: To contact Victoria King and discuss admin rights on GovernorHub for reorganising folders.	MTJ/ Chair	Immediate
5.5	Agreed:	-	-

Chair's Initials:

	<ul style="list-style-type: none"> • Hybrid meetings are held in a classroom to improve visibility and audio. • Those attending hybrid meetings online attend on mute and use the Teams chat function to message an identified governor with a laptop who will share questions verbally. • Agenda items are followed with a formal invitation of questions. • Future agendas include timings for agenda items • GovernorHub folders and file names are developed to support pre-reading and locating items. • MTJ is a named contact outside meetings for questions, particularly for supporting new governors. • Governors endeavour to attend GAP training modules. • Recruitment of a new co-opted governor is focused on a governor with education experience. • A 'crib-sheet' is developed, for minimum/ statutory requirements for governors and the GB. • The cycle of business is included in the GovernorHub calendar. • Documents and pre-reading are uploaded to GovernorHub one week in advance 		
6	Action: To include a screenshot of the complaint policy flowchart on the school's Parent App	School	Autumn 2025
9	Action: To email governors the pupil premium report.	HT	Two Weeks
10	Agreed: To continue with whole governor review days, rather than individual chair and governor meetings.	-	-
11	Action: All governors to complete Safeguarding Training in September 2025	All	September 2025
11	Action: All governors to complete the Governing Board Effectiveness Tool on GovernorHub ready for review in September	All	Autumn1 FGB
11	Action: To unpin the Skills audit from the noticeboard	Governor Services	Immediate
14	Policies Ratified: <ul style="list-style-type: none"> • AI Policy • Behaviour Policy • Governor Allowances • Exclusions 	-	-

	<ul style="list-style-type: none"> • Attendance • English • ECT Inserted • First Aid 		
	Date of next meeting: <ul style="list-style-type: none"> • Thursday 11th September 2025 	All /GS	Immediate
	Agenda Items: <ul style="list-style-type: none"> • SDP Funding Allocations • KS2 SATs Data • Governing Board Effectiveness and Training needs 		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 No apologies for absence were received from Natasha Scott and therefore these were not accepted.
- 1.3 The Clerk confirmed that the meeting was quorate with 11 governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

The HT requested a confidential item to be heard at the end of the meeting.

3. DECLARATIONS OF INTEREST

- 3.1 Pecuniary Interests – Governors confirmed receipt of the register of interests.
- 3.2 There were no declarations made pertaining to any of the agenda items for this meeting.

4. GOVERNING BOARD

- 4.1 The Governing Body noted that the Chair and Vice-Chair’s terms of office end in the Autumn Term 2025.
- 4.2 The Governing Body noted the resignation of Rita O’Farrell and the Chair shared her message of best wishes with governors.
- 4.3 One DBS check is in progress and awaiting a certificate to be issued, for HEW.
- 4.4 Governors received and confirmed the Instrument of Governance.

5. MINUTES

- 5.1 Governors received the minutes of the local/governing body meeting held on 12th May 2025 and agreed these to be an accurate record of the meeting. The Chair to sign a copy of the minutes on GovernorHub

5.2 Matters arising:

Minute reference	Action	Status update
5.2	Action: Clerk to ensure that Governor Services records NSE safeguarding training as complete.	Complete Governors noted the need to complete updated safeguarding training in September 2025
7.1.2	Action: KJ to consider creating an active presence on Instagram for the School.	Complete SH agreed to support and explore the development of an Instagram presence.

Chair’s Initials:

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		The FO raised advice from a recent training course; the school considers the use of an AI chatbot on the school website.
7.6	Action: KJ to send SDP funding allocations to Governors once budget is agreed.	Ongoing The draft budget has been submitted to LBWF and the SEDP has been updated. The school is finalising funding allocations on the recently updated SDP. Agenda Item
9.1.2	Action: JG asked Governors to ensure that they have read the pre-read documents for the Governors Strategy Meeting.	Complete See 5.5 for full updates
11.1	Action: Governors to review AI Policy for ratification at the next Governing Body meeting	Complete This agenda
11.2	Action: Governors to review Behaviour Policy for ratification at the next Governing Body meeting. Action: KJ to remove reference to approval from Governing Body from the cover page of the Behaviour Policy. Action: KJ to check the nature and extent of parental engagement in the development of the Behaviour Policy.	Complete This agenda. The parent council have moved their discussion of the policy to their September meeting, due to the longer discussions on the AI policy and Smart phones.

5.3 Minutes/Reports from Committees

Finance Risk and Audit, (LW):

- Budget Update: The new payroll provider has not yet provided the required template, so comparison for Q1 is not complete. Teacher pay awards were finalised at 4%, funding has been announced for the additional 1% above the planned draft budget.
- School Fund Audit: The FO was thanked for her work; the school received a report with no actions to complete.
- The Asset Register and Disposals were signed off, with an action to add serial numbers for outstanding items.
- The Contract Register was agreed. The Committee Chair noted the full minutes and documents are available on GovernorHub for all governors to review in detail

Curriculum (HT):

- The AI policy was reviewed in detail, including how the policy impacts staff and curriculum content. There was a computing presentation and demonstration.
- EYFS data was received and discussed. There were no moderation visits this year, though there was a compliance check that assured the school was storing and handling Year 1 Phonics Papers correctly. Last year KS2 writing was moderated.

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- The First Aid Policy was reviewed, the new electronic system has been included and the HT has ensured personnel training and roles are up to date. The new First Aid system is working well overall, though some fields are being fine-tuned as the system is being embedded. The HT gave an example of how it can be used to immediately answer parent queries without tracking back through paper records.

5.4 Matters arising and recommendations:

LBWF has confirmed personalised training is not required for GDPR, governors may attend the generic LBWF training for the purposes of the audit requirements.

Governors noted the need to include this training in their September FGB's training plan and review.

5.5 Governor's Afternoon Summary:

MTJ thanked those governors who were able to attend the afternoon and reported it was a successful discussion.

Governors discussed strategic conversations, vs operational questions, and how to best support the school with effective questioning and challenge.

Key topics were staffing and finance. Governors explored evidence available for governors for these focus areas for governors to track and challenge. MTJ gave an example of evidence available for staffing and people; staff surveys, performance management reviews, staff turnover data. For finance MJT noted examples of evidence; the contracts register, financial regulations (SFVS), the risk register and audits.

Governors also reviewed the four key priority areas for Mission Grove: Attendance, Pupil Numbers, the Deficit Budget and KS2 data.

MTJ highlighted to governors that the strategic questions that came out of this review have been uploaded within a document on governor hub.

Action: Governors to read the Governor Strategy Day 27.6.25 meeting notes (uploaded in the folder for this meeting) and note the examples of strategic questions listed in section 3.

The HT presented the new draft school vision, which will launch in September 2025.

Key challenges for governors were discussed and how work and meetings can be improved and developed. Managing full FGB agendas was a key area of discussion.

MTJ shared the following suggestions and invited comments:

- Hybrid meetings are held in a classroom to improve visibility and audio.
- Those attending hybrid meetings online attend on mute and use the Teams chat function to message an identified governor with a laptop who will share this questions verbally. This was trialled during this meeting.
- Agenda items are followed with a formal invitation of questions. It was agreed when agendas are full questions during the items sometimes prolong the item.
- Future agendas include timings for agenda items.
- GovernorHub folders and file names are developed to support pre-reading and locating items.
- MTJ is a named contact outside meetings for questions, particularly for supporting new governors.
- Governors endeavour to attend GAP training modules.
- Recruitment of a new co-opted governor is focused on a governor with education experience.
- A 'crib-sheet' is developed, for minimum/ statutory requirements for governors and the GB.

- The cycle of business is included in the GovernorHub calendar. There was a discussion whether Microsoft Planner should be used, a number of governors expressed they would find the introduction of additional systems harder to manage.
- Documents and pre-reading are uploaded to GovernorHub one week in advance. The HT and staff were thanked for managing this well for this meeting.

Agreed: The above suggestions were agreed without further comment or objection.

Locked folders on GovernorHub and renaming uploaded files was discussed. The Clerk advised to discuss needs with Governor Services.

Action: To contact Victoria King and discuss admin rights on GovernorHub for reorganising folders.

6. CHAIR'S ACTIONS

None reported.

The Chair shared their work undertaken in school since the last FGB. The Chair reviewed the SCR; this is moving to more regular school review and is now a live document. This was found to be up to date at the visit.

The Chair's meeting for LBWF was a useful meeting, the Chair noted her summary posted on the GovernorHub noticeboard. Pay and Complaints were key discussions. Complains are also a focus for the DfE policy lab and there may be upcoming changes for the Ofsted complaint process.

A governor suggested that the complaint policy also be included for quick reference and highlighting on the App, as well the school website. Some complaints are still not being started at Stage 1 by parents.

Action: To include a screenshot of the complaint policy flowchart on the school's Parent App

Q: Have the union and LA consultations with the Pay Policy been completed?

A: The Policy has not yet been issued by LBWF, but there has been a statement this week from the LA providing clarity on the wording for UPS threshold requirements.

Q: Has the SCR been handed over to the new SBM?

A: Yes, the SBM is already developing the SCR-for example introducing colour-coding.

7. HEADTEACHER'S REPORT

Governors trialled the new way of reporting, the HT confirmed governors had read the report in advance then invited questions.

Q: If a staff member has a TLR is this sufficient to meet UPS requirements?

A: No, a TLR is a specific responsibility. A UPS teacher would be expected to make a wider whole school contribution in additional to a specific area of responsibility.

Q: Has a new Inclusion Manager been appointed?

A: The interviews were the day after this FGB. Four candidates were shortlisted, but only the two internal candidates have confirmed attending. JG and KT were thanked

for joining the interview panel. In the event of non-appointment HEP have indicated they will be able to support the school until there is a substantive post-holder. Cost would have to be agreed for this. The current post-holder will leave on the last day of term, as per their notice period.

The HT noted to include the PE lead in the report, a typo.

Q: Do all middle leaders hold a TLR?

A: Yes

Q: Is there a financial implication when a child is dual-rolled with the PRU?

A: No, all LBWF schools, aside from some academies, have entered the joint funding agreement for the PRU. This is an annual cost on a per pupil basis. The HT noted it is a higher cost for larger primaries, and is not based on how many children attend the PRU. The model agreement is made at Schools Forum, and has been recently reviewed. There is an impact on attendance figures when a child is dual rolled.

Q: The school was below national averages for KS1 phonics, what support will be in place next year?

A: 48 staff members have additional phonics training in September on blending and speed sounds. Ms Khan and the HT attended Ruth Miskin training the week before this meeting and the assessment and reporting cycle has been reviewed and changed. Staff also now have access to phonic training videos online.

Q: Is there an update on the BACME involvement with a Year 6 child?

A: The parent has decided to EHE. Checks have been completed and attendance data will be backdated to 15th June when the parent first indicated they wished to EHE their child.

Q: Attendance is 93%, will the school be providing case studies for attendance again in future reports?

A: There was a discussion of the previous impact of case studies, and the value of them for evidence, rather than anecdotal reporting of attendance support measures. It was agreed to look at tracking of attendance support methods with SLT.

Q: Should the school consider the homework-free stance?

A: There was a discussion if the school is home-work free, though worksheets aren't issued parents have a range of targeted learning online to access, such as TT Rockstars. There was a discussion of parental engagement with learning resources at home, and there being clear and entrenched patterns for parental engagement across all opportunities that are difficult to shift for the minority not engaging. The transition meeting for Year R children was very well attended.

Q: Is there an update for the Reception 2025 cohort?

A: There is a positive trend across both sites, with only 8 spaces in total across them. The HT was thanked for her work in promoting the school and providing tours.

8. OUTCOMES DATA

KS2 results were received in the week of this meeting, and were lower than school predictions. At this point no reason has been identified for the dip in results. The cohort have been tracked with mock SATS results and AR and AM. This data has been consistently reported to governors and indicated a positive trend for KS2 data. The HT stated staff are disappointed in the unexpected outcomes and apologised to the governors she was bringing them this news.

The HT shared how data has been reported since Year 5, and is not reflective of the outcomes received. Maths, usually an area of strength, was 46% of pupils meeting expected levels. AR and AM data indicated this would be in the 80s. Preliminary assessment of papers has shown no specific learning gaps, but a spread of lower than anticipated achievement across areas, a mix of issues.

The HT noted the work and positivity of the children in Year 6, and how those who spend time with the children would be surprised by the SATs data this week. For the first time this year the children have increased the number of mock tests they do, and children had received this positively.

Combined Reading, Writing and Maths was 45%, compared to national average of 62%. At Greater Depth this was 1%, compared to 8% nationally.

There was a detailed discussion including results at other schools, a parental request for a remark and children close to the grade boundary for expected.

The HT stated she has informed both the SIP and LBWF of the results and has been advised to meet the SIP to plan next steps, this will happen the week after this meeting.

Q: A governor noted the difficulty for staff to be positive at this point, and acknowledged the hard work of the team this year in providing support for the Year 6 cohort. The HTs apology was noted, but the governor stated governors could be assured of the level of support and work staff gave. The governor asked if the budget would need to be reviewed in order to support next steps and actions.

A: The HT stated that the initial focus would be ensuring existing practice is embedded and consistent on a daily basis for all pupils. After the meeting with the SIP, and further time to digest and reflect, there will be a more detailed plan, and possibly requests, to bring to the governors.

Another governor echoed their awareness of the staff's work, and particularly noted the evidence for how the children enjoy maths and have high aspirations.

Q: Have too many new things been introduced?

A: This will be one question discussed with the SIP, alongside embedding the curriculum. Also to consider will be the learning across KS2, not only Year 6 support. The Power of Maths has been in place for 2.5 years.

There was a discussion of devices, and selecting devices for the Year 4 MTC. The Year 6 assessments are still all paper based.

Nerves were discussed, but staff report children seemed positive and relaxed.

National benchmarking of grade boundaries was discussed. The school used AR and AM standardised testing to support robust assessment in line with other schools.

Q: Have the staff team been onboard with changes and new development? Is there a clear focus area?

A: The HT explained how types of questions are colour-coded and analysed, there was no clear gap in learning. Coverage appears consistent. At this early stage, two days post results, the team cannot answer why this has happened. It was agreed the

external input of the SIP, and any other available support, will be valuable in unpicking the outcomes.

Q: How can the GB support the school?

A: The school is not yet ready to answer this, in September governors will be brought detail and analysis.

Governors noted the context of the wide range of positive impacts recorded within the SDP.

9. ANNUAL PUPIL PREMIUM REPORT

This will be emailed next week as some data has not been received. Trends and engagement are monitored in this report.

Action: To email governors the pupil premium report.

10. GOVERNOR ANNUAL REVIEW MEETINGS AND STRATEGY REVIEW

Agreed: To continue with whole governor review days, rather than individual chair and governor meetings.

See item 5.5.

11. GOVERNORS TRAINING

Action: All governors to complete Safeguarding Training in September 2025

Action: All governors to complete the Governing Board Effectiveness Tool on GovernorHub ready for review in September

Action: To unpin the Skills audit from the noticeboard

LW noted she has completed Cyber Security Training this year, and the 2025-26 training needs of the GB were agreed to be reviewed with the GB in light of the results of the Governing Board Effectiveness review.

12. AUDIT OF THE SCHOOL WEBSITE AND STATUTORY PUBLICATION OF INFORMATION

Complete, with RAG rated actions to be reviewed by SLT in September 2025.

13. ANNUAL REVIEW OF CHAIR AND INDIVIDUAL GOVERNOR CONTRIBUTIONS

See action/ item 11: governor effectiveness.

The draft KCSIE development were published shortly before this meeting, and the full document will be ready for September 2025.

14. POLICIES

14.1 AI Policy- **Ratified** subject to two amendments: Page 5, amending the wording for the list of resources, renaming the 'Plan' the 'Policy'.

14.2 Behaviour Policy **Ratified**, also next Parent Council agenda

14.3 Governor Allowances (Finance Committee recommendation), No Change, **Ratified**

14.4 Exclusions (Curriculum Committee recommendation), No Change, **Ratified**

14.5 Attendance (Curriculum Committee recommendation) No Change, **Ratified**

14.6 English (Curriculum Committee recommendation) **Ratified**

14.7 ECT (Curriculum Committee recommendation), New Provider Inserted, **Ratified**

14.8 First Aid (Curriculum Committee recommendation), Personnel and Provider **Ratified**

For Update only:

14.9 Staff Appraisal Policy

14.10 Allegations against staff statement

14.11 Staff discipline, conduct and grievance

These linked policies are awaiting the LA model policy update

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

15.1 Date of next meeting: Thursday 11th September 2025

15.2 Schedule of meeting dates for the academic year 2025/2026: Agreed as attached to this agenda, subject to correcting the years to 2025/26

The Summer Fair on Saturday was noted and attendance and participation welcomed.

The meeting closed at 8.20pm