

**MINUTES OF THE MEETING OF THE
MISSION GROVE PRIMARY SCHOOL GOVERNING BODY
HELD ON MONDAY 12TH MAY 2025
AT 6:30PM
AT THE SCHOOL AND VIA TEAMS**

Present: Joanne Grainger, Chair JG Co-opted Governor

Matilda Thaddeus- Johns, MTJ Co-opted Governors
Galina Krasteva, GK
Lorraine Weir, LW
Meshak Taylor, MT
Natasha Scott, NS

Kate Jennings, HT Headteacher

Nicolae Serban, NSE Local Authority Governor

Karla Thomas, KT Parent Governors
Hawys Elis-Williams, HEW

Sabah Hakeem, SH Staff Governor

Clerk to the Governors: Steve Hillman (SHI)

Associate members: Shade Alegbeleye, FO Finance Officer

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.2	Action: Clerk to ensure that Governor Services records NSE safeguarding training as complete.	SHI	Immediate
7.1.2	Action: KJ to consider creating an active presence on Instagram for the School.	KJ	Immediate
7.1.7	Decision: The Governing Body agreed to raise the fees for the Summer Holiday Club to £25 a day in time for this year's club.		
7.1.17	Decision: The Governing Body agreed the submission of the draft budget 2025/26 to the Local Authority.		
7.2	Decision: The Governing Body agreed the submission of the budget closedown 2024/25 to the Local Authority.		
7.6	Action: KJ to send SDP funding allocations to Governors once budget is agreed.	KJ	03/07/2025

9.1.2	Action: JG asked Governors to ensure that they have read the pre-read documents for the Governors Strategy Meeting.	All Governors	27/06/2025
11.1	Action: Governors to review AI Policy for ratification at the next Governing Body meeting	All Governors	03/07/2025
11.2	Action: Governors to review Behaviour Policy for ratification at the next Governing Body meeting.	All Governors	03/07/2025
11.2	Action: KJ to remove reference to approval from Governing Body from the cover page of the Behaviour Policy.	KJ	Immediate
11.2	Action: KJ to check the nature and extent of parental engagement in the development of the Behaviour Policy.	KJ	03/07/2025

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Rita O’Farrell and Joseph Viscomi.
- 1.3 No apologies for absence were not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with eleven governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

None identified

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/BODY

- 4.1 The Clerk noted that JG and MTJ’s Terms of Office were due to expire before the end of the Autumn Term 2025.
- 4.2 No governors qualified for consideration for disqualification due to non-attendance.
- 4.3 HEW confirmed that her DBS reference number has been shared with the School.
- 4.4 KJ outlined the Governing Board’s Instrument of Government and the Governing Board agreed that it should remain the same. Governors agreed to continue with the current hybrid meeting arrangements to promote quoracy.

5. MINUTES

- 5.1 Governors received the minutes of the meeting held on 6th February and 27th March 2025 and agreed them to be an accurate record.

5.2 Matters arising

Minute Ref.	Action	Status update
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3.2	Action: Newly elected governor to complete GovernorHub declarations	Ongoing. JG to work with HEW to ensure all sections are completed.
4.3	Action: HEW to share DBS certificate with school	Ongoing. HEW has shared DBS reference number with School and School will revert if more is needed.
5.1	Action: Clerk to provide email on the GovernorHub noticeboard for governors to report actions or decisions for 6.2.25.	Complete
5.1	Action: To circulate minutes and respond with any final amendments to the draft minutes of 5.2.25 prior to the May FGB.	Complete
5.2.4.4	Action: Governors with subscriptions to the DBS update service to share permission to check their certificate with the school.	Complete
5.2.7	To increase the number of governors attending and completing the Governor Accreditation training, specifically encouraging new governors to complete GAP level 1.	Ongoing, Training Governor to monitor.
5.2.9	Action: To present to governors a Parental Engagement Report	Ongoing. On Agenda.
7	Action: Governors to record any external Safeguarding/ Prevent Training on their GovernorHub Profiles	Complete
7	Action: To book and complete online Safeguarding Training	NSE has completed Safeguarding training. Action: Clerk to ensure that Governor Services records NSE safeguarding training as complete.
8.3	Action: To review the policy schedule prior to the next cycle of business	Ongoing. For next Governors meeting
9	Action: To complete the safeguarding link governor transition process and undertake a safeguarding link visit	Ongoing. JG to hand over. KT and NS to liaise with JG on handover.
9	Action: To upload the recent Computing link visit report to GovernorHub	Ongoing
10.10	Action: A specific flowchart for the Complaints Policy to be developed prior to ratification of the policy at FGB.	Ongoing

5.3 Reports from Committees:

Finance (Verbal), LW

LW reported that the Finance Committee had met immediately prior to this meeting and had reviewed in detail the 2024/25 budget closedown and the proposed 2025/26 budget, including the five-year budget plan. In terms of the closedown, the Financial Year 2024/25 started with a projected £120K deficit but ended the year with a small surplus. In terms of the budget for 2025/26, the projected deficit is £160K. This will be covered in detail in the Finance item at this meeting, but the Committee reminds the Full Governing Body that last year started with a projected deficit and ended with a small surplus. The Committee asked what it would take to produce a balanced budget and were told that it would require a restructure. The Committee, after scrutiny of the staffing plans, agreed that now was not the time to initiate a restructure process.

Curriculum

There has been no Curriculum Committee meeting since the last Governing Body meeting, since there was not one scheduled until 12th June 2025.

- 5.4 There were no matters arising from the Committee meetings that are not already covered by the agenda for this meeting.

6. HEADTEACHERS REPORT

- 6.1 Governors received the written Headteachers Report. KJ invited questions on its contents.

Q: What do pupil numbers look like for September? **A:** At National Offer Day the School had 112 of 120 places filled. Four of these were, however, fourth-choice places. Since then, we have lost four (presumably the fourth-choice places) and gained another eight, so the School is now at 116 Reception places for September.

Q: What will happen with the Inclusion Manager role? **A:** KJ has met with the SLT and Year Group Leads to discuss the role, and a new Job Description has been produced. The current Inclusion Manager's resignation date is the end of this month. This is too late to get the job advertised, shortlist, interview and appoint someone before the 31st May resignation deadline. The role will be required from September, and could be filled by someone who is not bound by the 31st May resignation deadline in their current role. If someone is appointed who cannot start in September, interim arrangements can be made with current highly experienced Inclusion Managers at nearby Schools for a couple of days a week to keep things running smoothly. There are two current staff who are doing their SENCO degree qualifications at the moment and would be credible internal candidates. The Inclusion Manager is a statutory position and will be a full-time role. The current Inclusion Manager is highly experienced and is on UPS3 and hence is expensive. Savings could be made by employing someone competent and qualified but less experienced, and also it may be that we do not get someone straightaway.

Q: Why is attendance continuing to drop? **A:** It seems that as soon as one case of persistent absence is resolved then another two arise. We are currently dealing with a number of persistent absences with support from the EWO. Student social workers are involved. One MASH referral has been made. One pupil is on a placement at Hawswood but is a non-attender there now as well.

Q: How are things going with SATS? **A:** The SATS started today with the SPAG paper. A word appeared on the Spelling Test that was in our Spelling Bee last week. The paper did not seem too hard but this may mean that the pass mark may rise. The School has prepared children by doing mock exams, and holding targeted

guided reading sessions, but the paper is still intense, with 50 questions in 45 minutes.

Q: What is happening with the stairs and ramp in the Year 6 block? **A:** One quote has been obtained for the necessary repairs, two more are awaited. Match funding is available from the Local Authority and the deadline for applications is 26th May. The School will be bidding for match funding for this work and for more work on switches in the building – some work was done on the switches last year but more is required. It usually takes about eight months to get an answer as to whether match funding has been awarded. There will be capital money in the budget from which payment for the works can be taken, and then offset with funding from the Local Authority if the bid is successful.

- 6.1.1 Governors received the output from the Parents Survey as part of the Headteachers Report and agreed to defer discussion of the results to the forthcoming Governors Day. JG counselled Governors to have regard to the positive elements of feedback as well as the negative.

7. FINANCE

- 7.1 Governors received the School Budget for 2025/26. KJ highlighted the following:
- 7.1.1 The Budget as it stands projects a deficit of £160K. As it is a deficit budget the School needs to produce a five-year budget plan showing the School returning to surplus within the five year period. The five-year plan is also in the papers. It is worth remembering that if the School were full there would be no deficit.
- 7.1.2 Efforts are being made to market the School to prospective families but in some year groups numbers remain low. The School is engaging in a social media and PR campaign. The Website was upgraded last year and the School is active on social media platforms such as X (formerly Twitter). Governors advised the School to consider an active presence on Instagram as in other schools this has helped to drive parental engagement. **Action: KJ to consider creating an active presence on Instagram for the School.** Ongoing activity on social media will be part of the new School Business Manager's role, as well as looking at a wider promotional strategy for the School.
- 7.1.3 Everything in the budget has been broken down in detail, more than the CFR codes require to ensure full transparency with Governors.
- 7.1.4 The School has budgeted for an increase in staff salaries. Support staff budgeted for a 2.5% increase, though Governors should be aware that the Unions are currently negotiating for more. This pay increase is unlikely to be funded by central or local Government. If they are awarded more than 2.5% there will likely be an outcry from schools as they cannot afford more.
- 7.1.5 Pupil number will increase with the expansion of Year 5. Currently there are three classes in Year 5. Once this year groups has completed Year 6 and left the school, there will be four classes in every year group, and the budget reflect this step change.
- 7.1.6 Universal Primary Free Schools Meals through the Mayor of London's initiative has not yet been confirmed.
- 7.1.7 The Finance Committee agreed to bring a proposal to the Full Governing Body to increase the fees for the Summer Holiday Club from £20 a day to £25 a day for 8:45am to 4:45pm. The Club has a good reputation and £25 a day will still be

competitive for wraparound care. **Decision: The Governing Body agreed to raise the fees for the Summer Holiday Club to £25 a day in time for this year's club.**

- 7.1.8 The ongoing Sports Grant is in the budget at the same rate as previous years, but as yet it is not known whether this will continue.
- 7.1.9 The Local Authority has advised that utility bills should fall this year but this decrease has not been budgeted for, so some savings may arise from this.
- 7.1.10 Subscriptions are reviewed every year to ensure that they are still being used and are needed.
- 7.1.11 Residential and camping trip costs are recouped from parents.
- 7.1.12 The School still does lots of swimming. The costs are, however, high. The Feelgood Centre charges more than the Olympic Park. The School will set up a meeting with the Feelgood Centre to interrogate this.
- 7.1.13 Enrichment activities have been kept, though Artis will not be renewed after the end of this year.
- 7.1.14 The five-year budget plan shows that the School will be back in surplus at the end of the five year period. This will be achieved without losing any staff apart from three supply one-to-ones. It is worth noting that this is not the only School in the Borough to be setting a deficit budget.

Q: What would staffing changes to achieve a balanced budget look like? **A:** It would have to be a full and major restructure with HR involved and a new structure that Governors will have to agree. At the moment staff are aware that non-teaching staff who leave will not necessarily be replaced. Some other Schools do not have Midday Assistants and require TAs to cover lunchtimes, giving them only half an hour break. Cutting Middays would not save much money.

- 7.1.15 The School has spent a lot in the past on cover teaching. There are now three HLTAs that we can use to cover lessons. These staff put themselves forward to be given additional responsibilities and have been given training to attain the HLTA designation. There is, however, still a bit in the budget for supply cover. The School has looked into staff absence insurance. The cheapest quote was £45K a year that provided very minimal cover.

Q: What is covered in the Special Facilities line? **A:** It is mainly Holiday Club staff and this money is recouped from parents.

- 7.1.16 There have been some recent successes with lettings, and growing income from this will be on the new School Business Manager's agenda when they start.

Q: There has been lots of migration away from the Borough recently due to rising rents. Is a cautious approach needed on pupil numbers? **A:** At the Local Authority Headteacher conference last week there was a presentation on pupil place planning. Two local Schools have very low numbers.

- 7.1.17 **Decision: The Governing Body agreed the submission of the draft budget 2025/26 to the Local Authority.**

- 7.2 Financial Outturn 2024/25. Governors received the Financial Outturn 2024/25 budget spreadsheet. KJ highlighted that at the end of the year there was a deficit on £7,996 on revenue, but with the remaining capital budget added this brings the outturn to a

surplus of £16,980. **Decision: The Governing Body agreed the submission of the budget closedown 2024/25 to the Local Authority.**

- 7.3 School Budget Share. Governors received a breakdown of the School Budget Share from the Local Authority as part of the budget for 2025/26.
- 7.4 Expenditure 2024/25 was covered in the Financial Outturn for 2024/25.
- 7.5 Predicted carry forward – the School is carrying forward a small surplus from the current year but the Financial Year 2025/26 is projected to be in deficit.
- 7.6 Agreement of SDP funding allocations: this will be done once the budget is agreed. **Action: KJ to send SDP funding allocations to Governors once budget is agreed.**
- 7.7 Governor Services SLA for 2025/26 – KJ confirmed that the School has selected the Platinum package as in previous years.
- 7.8 Financial Risk Register – Governors reviewed this in detail at the last meeting. There have been some minor changes.
- 7.9 School Fund Audit – KJ confirmed that this will happen before the end of the academic year as it is due.
- 7.10 Business Continuity Plan – Governors received the Business Continuity Plan. KJ confirmed that the main change is the name of the School Business Manager. She further confirmed that in an emergency where neither of the two School sites could be used to evacuate Kelmscott have agreed that the School can decamp there.

Q: Did we resolve the audit issue where we were unable to demonstrate that certain equipment had been tested? **A:** Yes this is all now documented and filed and Site Services know where it all is.

- 7.11 Review of Asset Register and Asset Disposals: KJ confirmed that PAT testing has just been completed and there is some equipment that needs to be written off. A proposal will be coming to the next Finance Committee meeting.

Q: Is this in the budget? **A:** Yes, but the amounts are not huge.

Q: Do you have an ICT Development Plan? **A:** The School have asked JosKos our IT provider to put one together based on the age of our computers and infrastructure.

8. CHAIRS ACTION

- 8.1 There were no actions to report. JG stated that she was invited to the Headteachers Conference last Thursday but could not attend as she was not in the country.

9. GOVERNORS TRAINING

- 9.1 MTJ reported that there was an action from the last meeting for Governors to attend the Governor Accreditation Programme. SH has attended and has only one session remaining. KT has also attended.
- 9.1.1 The only other action was to let Governor Services know that NSE has attended Safeguarding training but that it is not showing up on his training record. Everyone else has completed Safeguarding Training.
- 9.1.2 The Strategy meeting for 27th June will look at ways of working, communication, a session on the vision of the Governing Body, looking at School priorities, a review of

the Parents' Survey, and a draft effectiveness statement. **Action: JG asked Governors to ensure that they have read the pre-read documents for the Governors Strategy Meeting.**

10. LINK GOVERNOR REPORTS

10.1 There were no Link Governors Reports to review. The new Safeguarding Link Governor will take forward the Safeguarding Link Visit.

11. POLICIES

11.1 AI Policy – this is taken straight from The Key. **Action: Governors to review AI Policy for ratification at the next Governing Body meeting**

11.2 Behaviour Policy – a draft was presented to the Curriculum Committee, who suggested minor changes that have now been made. Further minor changes may still follow. **Action: Governors to review Behaviour Policy for ratification at the next Governing Body meeting.** It was noted that the cover page of the Policy says that it was approved by Governors in February 2025. **Action: KJ to remove reference to approval from Governing Body from the cover page of the Behaviour Policy.**

Q: Given that this Policy is our own work rather than adopted from a model, how much parental engagement has there been in its development. **A: Action: KJ to check the nature and extent of parental engagement in the development of the Behaviour Policy.**

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 Full Governing Body 3rd July, Curriculum Committee 12th June, Finance Committee 19th June. Agenda items: Asset register, new Policies Schedule, Outcomes data.

Meeting closed at 8:30pm.