

**MINUTES OF THE MEETING OF THE
MISSION GROVE PRIMARY SCHOOL GOVERNING BODY
HELD ON THURSDAY 27TH MARCH 2025
AT 6:30PM
AT THE SCHOOL AND VIA TEAMS**

Present:	Joanne Grainger, Chair	Co-opted Governor
	Matilda Thaddeus- Johns, MTJ Galina Krasteva, GK Lorraine Weir, LW	Co-opted Governors
	Kate Jennings, HT	Headteacher
	Nicolae Serban, NSE	Local Authority Governor
	Joseph Viscomi, JV Karla Thomas, KT Hawys Elis-Williams, HEW	Parent Governors
	Sabah Hakeem, SH	Staff Governor

Clerk to the Governors: Kathryn Protsiv

Associate members:	Pritpal Atwal, DHT Shade Alegbeleye, FO	Deputy Headteacher Finance Officer
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Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2	Action: Newly elected governor to complete GovernorHub declarations	HEW	Immediate
4.1	Agreed: Governors unanimously voted to re-elect NS as LA governor	-	-
4.3	Action: HEW to share DBS certificate with school	HEW	Upon issue of certificate
5.1	Action: Clerk to provide email on the GovernorHub noticeboard for governors to report actions or decisions for 6.2.25.	Clerk/ All	Immediate
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.	Governor Services/ All	5 days prior to the May FGB
5.2.4.4	Action: Governors with subscriptions to the DBS update service to share permission to check their certificate with the school.	Governors subscribed to the DBS update service	Immediate
5.2.7	To increase the number of governors attending and completing the Governor	All	Summer Term End

	Accreditation training, specifically encouraging new governors to complete GAP level 1.		
5.2.7	Agreed: To discuss and develop governor communication, considering the use of Microsoft Planner	All	Governors' Day
5.2.9	Action: To present to governors a Parental Engagement Report	HT	May FGB
7	Agreed: To use GovernorHub profile training records to record relevant external training for governors	-	-
7	Action: Governors to record any external Safeguarding/ Prevent Training on their GovernorHub Profiles	All	Immediate
7	Action: To book and complete online Safeguarding Training	JV	2.6.25
8.3	Action: To review the policy schedule prior to the next cycle of business	HT/ All	Summer Term
9	Action: To complete the safeguarding link governor transition process and undertake a safeguarding link visit	KT/ Staff	Summer1
9	Action: To upload the recent Computing link visit report to GovernorHub	Natasha Scott	Immediate
10.2	Agreed: One or two members of the governing body to be invited to meet the SLT as part of the work on updating the vision and values of the school.	-	-
10.10	Action: A specific flowchart for the Complaints Policy to be developed prior to ratification of the policy at FGB.	SLT	Summer Term
12	Agreed: Financial Risk Register	-	-
13	Agreed: SVFS	-	-
	Date of next meeting: 8 th May 2025	All /GS	Immediate
	Agenda Items Governors' Day (Strategy): <ul style="list-style-type: none"> • Governor Communication review • Effectiveness Statement May FGB: <ul style="list-style-type: none"> • Parental Engagement Report • Approval of Minutes, 6.2.25 • Behaviour Policy 		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The HT welcomed all those present to the meeting. A special welcome was extended to HEW, a new parent governor who was recently elected.
- 1.2 Apologies for absence were received and accepted from Meshak Taylor and Natasha Scott.
- 1.3 No apologies for absence were received from Rita O'Farrell and therefore these were not accepted.

1.4 The Clerk confirmed that the meeting was quorate with ten governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

Notice for three AOB items was given: Capital Closedown, the Governor Services SLA and two finance documents.

Notice of one confidential item was given.

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.

Action: Newly elected governor to complete GovernorHub declarations

4. GOVERNING BOARD/BODY

4.1 The vacancy for a parent governor has been filled by the election of HEW. The GB noted it was positive to now have parent governors with children on both the North and South sites. HEW confirmed having access to GovernorHub.

NS applied for re-nomination from LBWF as LA Governor for the school. The Clerk confirmed the application is being approved by the Portfolio Lead. NS was thanked by governors for offering another term of service to the GB. Governors expressed a willingness to accept apologies when required, acknowledging NS’s external commitments.

Agreed: Governors unanimously voted to re-elect NS as LA governor.

4.2 No governors qualified for consideration for disqualification due to non-attendance.

4.3 HEW confirmed a DBS check is in progress.

Action: HEW to share DBS certificate with school

5. MINUTES

5.1 Governors received the minutes of the meeting held on 6th February. Governors noted the reason for this being challenges with clerk and agreed to discuss this ongoing challenge as an AOB in this meeting. Governors requested a revision of the minutes and the Clerk recorded amendments on the draft document.

Action: Clerk to provide email on the GovernorHub noticeboard for governors to report additional actions or decisions for 6.2.25

Approval of the minutes was deferred to the May FGB.

Action: To circulate and respond with any final amendments to the draft minutes of 6.2.25 prior to the May FGB.

5.2 Matters arising

Minute Ref.	Action	Status update
4.4	To confirm if online DBS checks(update service) are accepted from Governors.	Confirmed as accepted by the GS Manager at the finance cttee meeting. Action
7.1	To increase the number of governors attending and completing the Governor Accreditation training, specifically encouraging new governors to complete GAP level 1.	Ongoing

7	To discuss and develop governor communication, considering Microsoft Planner	Ongoing , on agenda for Governor's Day
7	Conduct a poll for availability for Governors' Strategy Day	Complete. A poll is posted on GovernorHub. This day will be used for strategic planning for the GB.
9	To present to governors a Parental Engagement Report	Ongoing The HT provided a progress update: There is already a significantly higher number of responses than last year to the Parent Survey following sharing the survey at the recent Parents' Eve, which was a suggestion discussed by governors in the February FGB meeting. A further Parents' Eve. is planned for a week after this meeting, for those parents yet to attend a meeting. There is also a QR code for the survey on the Newsletter. Previously response levels to the survey have been low, with parents typically engaging well only with events or communication that directly involves their children.

5.3 Reports from Committees:

Finance (Verbal), LW and GK

The meeting was focused on the audit closedown and the May draft budget. Some expenses have risen unexpectedly. By May it is hoped the capital allowance will be positive.

The headline is significant progress has been made with the draft budget already; a balanced budget is looking to be achievable.

The SVFS has been recommended to this FGB for ratification, prior to submission to the LA by March 31st.

Curriculum (Verbal), Chair

Governor, Natasha Scott, was thanked for excellent questioning and supportive challenge during the meeting, rooted in her expertise as a headteacher. There was a presentation on computing and science, and a discussion around the School Development Plan.

There is a focus on retrieval, how prior learning is recalled and built upon in lessons. Vocabulary is identified as a current area for development.

A generic account has been created for governors to directly access anonymous data on the school's data management system, login details will be shared shortly. SDP changes were discussed, for example more specific targets for KS2 attainment. The Behaviour policy was reviewed, input and feedback from staff has been used to develop the policy and the policy is being linked to the Rights Respecting journey for the school.

Q: There have been challenges previously with escalating to HT too quickly, how is the behaviour policy changing, noting the reference to managing behaviour more quickly?

A: This is about pre-empting behaviours and effectively managing initial stages at a classroom level. Teaching moments are identified promptly. The policy also focuses on parental engagement, and parent feedback is being used to develop the policy.

6. CHAIR'S ACTION

No actions were reported.

The Chair gave governors a verbal update of her work since the last meeting. The Chair met the HT regarding the HT report and her workload in regard to the vacant SBM post. Payroll provider changes have been significantly time consuming as well as complex. The governors thanked the HT and FO for their additional work and for ensuring that the first pay run was processed on time and correctly. Pupil vacancies were also discussed, as well as services provided by the LA.

7. GOVERNORS TRAINING

Governors discussed recording external training, such as safeguarding, and how training should be recorded when relevant training is completed by governors in their external roles. The Clerk shared the GovernorHub training record as an option, found within individual profiles, which can then be downloaded as part of a report of all training records for a GB.

Agreed: To use GovernorHub profile training records to record relevant external training for governors.

MTJ noted the LA safeguarding training was tailored to the strategic role of governors, and asked governors to consider if their external safeguarding training met this requirement.

Action: Governors to record external Safeguarding/ Prevent Training on GovernorHub Profiles

Action: To book and complete Safeguarding Training

8. POLICIES TO RATIFY

8.1 Behaviour Policy: This policy is in use and was discussed at the Curriculum Committee, with no changes made, but a draft policy was not available for this FGB. Governors agreed to defer this policy and share a draft policy for parents on the school website in the interim.

8.2 Safeguarding Policy: The model LA policy has been updated with the names of current staff in relevant roles. Ratified

8.3 Policies linked to the Safeguarding Policy, Supporting Pupils with Medical Conditions and the First Aid Policy, were shared. The HT stated she would be reviewing the policy schedule to ensure linked policies were ratified in the same FGB.

Action: To review the policy schedule prior to the next cycle of business

9. LINK GOVERNOR REPORTS

Action: To complete the safeguarding link governor transition process and undertake a safeguarding link visit

Action: To upload the recent Computing link visit report to GovernorHub

10. HEADTEACHER'S REPORT

10.1 What's happened and Quality of Education: The HT highlighted the length of the list on this report. STEAM week and the adaption of board games with pupil participants was a success, a parent governor noted their child's positive feedback. The HT

detailed the activities year group by group for governors. Staff present shared the experiences and success of the Year 4 Astronomy sleepover and the Millionaire readers scheme.

Q: Are low-income families supported with the cost of trips, such as the Year 5 camping trip?

A: Yes, as well as fundraising there is an option on Parent Pay to support another family, for those who are able to do so. The HT confirmed this option is used.

10.2 Leadership: It was agreed one or two members of the governing body would be invited to meet the SLT as part of the work on updating the vision and values of the school.

A new SBM has been appointed following interviews. Due to contractual notice required they will begin on 14th June. KT was thanked for her support joining the interview panel.

10.3 Safeguarding: The main areas of need remain as housing, domestic violence and attendance. There is also an increase of Young Carers who access Early Help. The HT reported numbers for CP categories.

10.4 Pupil numbers: First choice Reception applications this year were 97, an increase from 84 last year. PAN is 120.

Q: Does the school feel the smaller tours were linked to the rise in first choice applications?

A: Yes, though time-consuming, feedback indicates they were worth investing in.

Q: Which site is more popular?

A: Parents cannot specify the site on their applications, the school is now beginning the process of emailing parents for their preferences.

There was a detailed discussion of pupil places per year group and the borough-wide reduction in pupil numbers, and the impact of this on school budgets.

10.5 Mental Health and Well-being group: Governors discussed the increase in confrontational communication from parents towards staff, and the work of this group.

Q: Is there a rise in formal complaints as a result?

A: No. We have been working hard around addressing issues at a class teacher level and having a clear process in place before escalation as this has been historically challenging. Parents are not seeking to follow the stages of the policy in general, but in some cases seek to feedback directly to SLT on concerns, which does not follow the stages in our policy.

Q: Has the updated complaints policy seen an impact?

A: Some work is still required to promote clear understanding of the process at the initial stages.

Action: A specific flowchart for the Complaints Policy to be developed prior to ratification of the policy at FGB

10.6 Pupil Premium: A slight increase from 27.2% to 29.7 was noted.

10.7 Building Maintenance: The school is awaiting a quote, after a surveyor visit, for fixing the crack in the Nursery wall caused by tree movement. A ceiling on the South Site fell down over half term, the HT confirmed no pupils were on site in response to a question.

Q: How has the school ensured there is no further risk of ceiling collapse?

A: When the ceiling collapsed an assessment of the remaining ceiling was requested before the area was repaired and was found to be safe.

- 10.8 Ofsted Action Plan: The development of the school's strategic approach and the curriculum was noted on the HT's report.

Q: Is Now>Press>Play a screen based resource?

A: No, it is screen-free. SH detailed how the instructional app has enabled pupils, who may have difficulty with written tasks, to access the activities. A Year 3 Volcanos topic was described as an example.

- 10.9 Budget: The HT reported that LBWF is having difficulty with the budget planning software update required. The FO explained this means that the school (and all WF schools) cannot complete closedown as cost centre codes are not updated.

Q: When will the template be released?

A: The school has been told on March 31st, which is also the day for submission. This is very difficult to manage, and any delays caused by awaiting software updates will be picked up in the next audit.

Q: What has been done to report and flag the significant challenge this is causing schools?

A: LBWF has been contacted by the school regularly to find out updates.

Governors confirmed with the Clerk that this information was captured in the minutes, to inform the next audit should a delay occur. The HT confirmed this was also minuted in the recent finance committee meeting.

- 10.10 The Chair thanked the HT for a comprehensive report and invited further comment or questions from governors.

Q: Following the previous meeting's discussion, is there an update regarding KS2 SATS predictions?

A: There was a second mock week, which was positive and showed progress since the last mock week. The HT and SH detailed the recent moderation of Writing, for all Year groups, in partnership with other local schools. The experience was very beneficial and staff received feedback, such as the Y3 books were deemed to be around the level of Y6. As a result of this experience Staff confidence in levelling has increased, previously there has been a tendency to 'play it safe' with overly cautious predictions.

Governors discussed performance related pay and the UPS threshold in respect of the Pay Policy. Discussions with Unions were reported and the potential impact on future budgets was noted should progression to UPS become automatic.

11. REFLECT ON THE SAFEGUARDING CULTURE OF THE SCHOOL

The HT shared the report on the Safeguarding Culture of Mission Grove Primary prepared for governors and circulated prior to this meeting. Operational processes and responsibilities were detailed, the HT noted the system in place with named days for DSLs each week.

Governors thanked the HT for the clear and concise document.

It was agreed that safeguarding link visits will provide a regular opportunity to report evidence of the culture being embedded, and these should include reports on the management of low-level concerns.

12. FINANCIAL RISK REGISTER

The HT shared specific updates and amendments for the register since the last review:

- Payroll, next month all staff will be paid through the new provider. PAYE is on time.
- HMRC, documents are completed.
- SBM, there is still an interim period to manage before the new SBM starts.
- Budget Setting, there are still cost implications to address prior to the draft.
- TTO, the majority is now paid but another error has been found with related costs. This will be offset by the SBM vacancy.
- Supply Budget, this will be discussed but is likely to remain. Staff insurance is being researched.
- Year 6 ramp, the school is seeking another quote for an alternative design as the one already received is for another wood ramp – the wood has rotted so this problem would reoccur if wood is used again.

Agreed: Financial Risk Register

13. SCHOOLS FINANCIAL VALUE STANDARDS (SVFS)

Governors agreed the recommendation from the Finance Committee.

Agreed: SVFS

14. MONITOR PROVISION FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

See item 10, Headteacher's Report

15. ADMISSIONS

See item 10, Headteacher's Report

16. TEACHING AND LEARNING REVIEW

See item 10, Headteacher's Report

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 Date of next meeting: 12 May 2025

17.2 The next Governors' Briefing will be held on Wednesday 21 May 2025 at 6.00pm via MS Teams.

18. ANY OTHER BUSINESS

18.1 Capital Closedown: The HT requested that LW sign the closedown, once available and detailed items, noting this was ringfenced for projects over £2k. The SVFS was confirmed as signed.

18.2 Governor Services: The Chair and MTJ reported an ongoing challenge with Governor Services around not being allocated a consistent clerk despite repeated requests. MTJ and Chair relayed the impact of this on their time spent correcting minutes and on the quality of minutes. Governors discussed the need to ensure that the school is getting value for money for their enhanced subscription to GS. GS has supplied a new clerk, present. The Clerk was welcomed by the GB and it was noted that the Summer Term meeting dates may be revised to ensure consistency.

18.3 The HT requested the Chair's signature and reported two documents, relating to the use of a points card to obtain a discount for easter eggs and the use of a credit card to pay a provider. The documents were checked, agreed and signed in this meeting.

18.4 Confidential Item: Staffing

The meeting closed at 9.05pm