



# Gildredge House

## Full Governing Board - Meeting Minutes

**Meeting Date:** Thursday 3<sup>rd</sup> July 2025  
**Meeting Venue:** EHT Office Gildredge House School  
**Meeting Time:** 5:15pm

**Governors:** Richard Thornhill, *(RT)*, Chair  
Julian Mace, *(JM)*, Vice Chair  
Firle Beckley, *(FB)*  
Len Callnon, *(LC)*  
Nicoleta Uzorka Ion, *(NUI)*  
Gabrielle Mace, *(GM)*  
Lea Owen, *(LO)*  
Katharine Paradas, *(KT)*  
Joyce Swann, *(JSw)*

**Ex officio:** Craig Bull, *(CBu)*, Executive Head Teacher

**Also in attendance:** Vickie Jenkins, *(HOS)*, Head of Secondary  
Gemma Nesbit, *(DOF)*, Director of Finance  
Helen Punter-Bruce, *(HOP)*, Head of Primary

**Clerk to Governors:** Rif Aslam *(RA)*

**Apologies:** M Taylor *(MT)*, J Searle *(JSE)*

---

## Full Governing Board – Minutes 3<sup>rd</sup> July 2025

| Item | Discussion  | Action |
|------|---|--------|
| 1.   | <b>Welcome and apologies for absence</b> <ul style="list-style-type: none"> <li>Chair welcomed Governors &amp; SLT to meeting.</li> <li>Chair accepted apologies for absence from MT and JSe.</li> </ul>  |        |
| 2.   | <b>Declarations of Interests</b><br>There were no declarations of interest made.  |        |
| 3.   | <b>Minutes of previous Governing Board Meetings</b> <ul style="list-style-type: none"> <li>Governors agreed the Minutes as an accurate record of 27 March 2025 FGB. Chair to sign a copy.</li> <li>Governors agreed the Minutes as an accurate record of 15 May 2025 Education Committee Meeting. Chair to sign a copy.</li> <li>Governors agreed the Minutes as an accurate record of 12 June 2025 Enterprise Committee Meeting. Chair to sign a copy.</li> </ul>  |        |
| 4.   | <b>Governance Matters</b> <ul style="list-style-type: none"> <li>LC – Chair introduced and welcomed. <b>Board approved appointment</b> of LC as governor.</li> <li>FB – Chair thanked FB on behalf of the Board for her thoughtful and considered contributions during her tenure as Parent Governor.</li> <li>Parent Governor Election – Clerk advised that results of ballot will be known on Monday.</li> <li>MT – Chair advised that MT's term ends on 31 August and he is happy to continue. <b>Board approved reappointment.</b></li> <li>Skills Audit – VC advised that audit shows that there is strong knowledge of Education on the Board but a gap in areas such as finance/funding and risk management. EHT suggested DOF provide an overview of finance training to governors.</li> </ul>  | DOF    |
| 5.   | <b>Action Summary Report</b><br>EHT highlighted the following aspects: <ul style="list-style-type: none"> <li>Staff Pulse Survey – fluctuations in engagement mean that we will seek an alternative to replace this.</li> <li>Tour of School – opportunity for governors on Saturday during Strategy Day.</li> <li>Heat Source Pump – compliant with water regs. Data logger to be installed and system to be tested over summer break. After this we will seek compensation.</li> <li>Future revenues – Online meeting with JSe today explored ideas around community use, international schools and exam centres. Scope future use of Masters House. General ideas put forward.</li> </ul> <p><b>VC pointed out</b> that our funding agreement requires that it is used for educational purposes. <b>Governor remarked</b> that Facebook community pages were good means to advertise. <b>Chair asked</b> when the Board will be presented with something to consider. EHT advised that DOF will produce a business case early next academic year. <b>Governor suggested</b> an adhoc committee of governors who would like to be involved in the detail. <b>Chair agreed</b> but would like a business case presented first.</p> |        |
| 6.   | <b>Items not already on the agenda</b><br>Chair confirmed there were none.  |        |
| 7.   | <b>Finance</b> <ul style="list-style-type: none"> <li>Admissions Update – Chair of Admissions gave a positive update.</li> </ul>  |        |

|     |   |        |
|-----|---|--------|
|     | <ul style="list-style-type: none"> <li>General Finance – EHT and Chair welcomes new DOF who then gave an outline of her work since being in post. She advised that she had been examining our finances and processes. Her plan is to install a clear month end process. This includes producing monthly management accounts and adding budget holders to systems which will make the ordering process easier as well as provide a better oversight of budgets.</li> </ul> <p><u>VC enquired</u> if there would be any encouragement for budget holders to curb spending. DOF confirmed that it would encourage people to make cuts where they can. HOS added that it would lead to conversations about how budget holders can improve teaching &amp; learning. EHT advised that DOF will provide financial training to middle leaders.</p> <p><u>Chair agreed</u> that financial training will be of benefit.</p> <ul style="list-style-type: none"> <li>Tender Update – DOF advised that tenders for external auditors were invited. Current providers are happy to continue.</li> </ul> <p><u>VC added</u> that governors should be reassured that we do go out to tender.</p> <ul style="list-style-type: none"> <li>Condition Report and Capital Works – EHT referred to paper and highlighted ragged areas. <ul style="list-style-type: none"> <li>Sink hole in car park although it has been repaired in the past.</li> <li>Windows needing repair</li> <li>Toilets in Temple Grove</li> <li>Field Fencing</li> <li>Roof repairs</li> <li>Food Tech – Phase 1 complete but additional ovens and cooking space needed.</li> </ul> </li> </ul> <p><u>Governor noted</u> large figures and asked how urgent the works were. EHT advised the next year or two but they need to be prioritised.</p> <p><u>Governor offered</u> his assistance.</p> <p><u>Chair requested</u> that EHT and LC meet and evaluate risks and report to Enterprise Committee. EHT highlighted items which could be funded by reallocating existing funds.</p> <p><u>Governors approved reallocation of funds.</u></p> | LC/EHT |
| 8.  | <p><b>Policies</b></p> <ul style="list-style-type: none"> <li>Financial Regulations Manual – DOF explained changes relate to ordering process and payroll.</li> </ul> <p><u>Governors approved Manual.</u></p>  |        |
| 9.  | <p><b>Chair's Correspondence</b></p> <p>Chair gave a recap of ongoing correspondence and thanked DHR, SLT &amp; Clerk for their work.</p>   |        |
| 10. | <p><b>Head of Secondary's Report</b></p> <ul style="list-style-type: none"> <li>Middle Leadership Restructure Outcome – HOS referred to paper and explained that important part of the process was writing the job descriptions.</li> </ul> <p><u>Governor questioned</u> whether there were any immediate savings. HOS advised not.</p> <ul style="list-style-type: none"> <li>Student Voice – HOS explained that students were keen for girls to have an option added to the Uniform Policy to wear black trousers.</li> </ul>  |        |
| 11. | <p><b>Executive Head Teacher's Report</b></p> <ul style="list-style-type: none"> <li>Trust Strategic Development Paper – EHT referred to paper and highlighted the 5 possible future development pathways. EHT outlined his recommendation to carefully study the options in more detail.</li> </ul> <p><u>Chair suggested</u> raising matter during Strategy Day.</p> <p><u>Governor questioned</u> whether any of the pathways would lead to receiving a higher Ofsted rating. EHT advised that we already lead on Attendance and have been asked to assist with a Pilot for</p>  |        |

|     |  |  |
|-----|--|--|
|     | <p>other schools. Collaborating with other schools is positive. HOS added that we have made significant improvements over the last 2 years. HOP echoed comments and said that we're in a strong position now and would not want to jeopardise that.</p> <p><u>Governor expressed</u> appreciation for paper.</p> <p><u>Governor noted</u> that school has areas of excellence which could be shared with other schools.</p> <p><u>Governor asked</u> whether MATs receive more support. EHT advised that they receive more capital.</p>  |  |
| 12. | <p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>Monitoring Visit Health &amp; Safety 060625 - VC commended work of Estates Team.</li> <li>Monitoring Visit SDP6 Literacy 060625 – Governors referring to paper expressed appreciation for work of Literacy Co-ordinator.</li> <li>Monitoring Visit SDP7 Personal Dev Careers 060525 – Governor referred to paper and noted good work. However, there is a lot of pressure on too few people. HOS advised that move to faculty structure will ease pressure. Governor urged for more clubs to run in summer term. HOS advised that summer exams tend to occupy staff time. HOP added that clubs in primary not affected as much as use more external providers.</li> <li>Monitoring Visit Mental Health 010725 – Report to follow at FGB but Governor wanted to highlight increasing upward trends in incidents of self-harm, suicidal thoughts and eating disorders. Governor acknowledged that GH offers more support with counselling and pastoral leads than other schools. Children are waiting too long for help from external agencies but trauma needs to be dealt with. Where can schools turn for support?</li> </ul> <p><u>Chair thanked</u> governor for raising issue.</p> |  |
| 13. | <p><b>Any other urgent business</b></p> <p>Chair confirmed there was none.</p>   |  |
| 14. | <p><b>Confirmation of future Governor Meeting Dates for 2025/2026</b></p> <p><b>FULL GOVERNING BOARD:</b><br/> 25<sup>th</sup> September 2025<br/> 11<sup>th</sup> December 2025<br/> 26<sup>th</sup> March 2026<br/> 2<sup>nd</sup> July 2026</p> <p><b>EDUCATION COMMITTEE:</b><br/> 9<sup>th</sup> October 2025<br/> 22<sup>nd</sup> January 2026<br/> 14<sup>th</sup> May 2026</p> <p><b>ENTERPRISE COMMITTEE:</b><br/> 13<sup>th</sup> November 2025<br/> 12<sup>th</sup> February 2026<br/> 11<sup>th</sup> June 2026</p>  |  |
|     | <p><b>Meeting Closed</b></p> <p>Chair thanked governors &amp; SLT and closed the meeting at 20:00 hrs.</p>   |  |