



# Gildredge House

## Full Governing Board - Meeting Minutes

**Meeting Date:** Thursday 12<sup>th</sup> December 2024  
**Meeting Venue:** EHT Office Gildredge House School  
**Meeting Time:** 5:00pm

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

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

**Also in attendance:** Vickie Jenkins, *(HOS)*, Head of Secondary  
Janice Logan, *(DFA)*, Director of Finance & Administration  
Helen Punter-Bruce, *(HOP)*, Head of Primary

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

**Apologies:** Martyn Ashley Taylor *(MT)*

---

## Full Governing Board – Minutes 12<sup>th</sup> December 2024

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 welcomed FB &amp; NUI who joined online.</li> <li>Chair accepted apologies for absence from MT and lateness from LO (who will join online later).</li> </ul>	
2.	<b>Declarations of Interests</b> 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 the 3 October 2024 FGB. Chair to sign a copy.</li> <li>Governors agreed the Minutes as an accurate record of the 17 October 2024 Education Committee Meeting. Chair to sign a copy.</li> <li>Governors agreed the Minutes as an accurate record of the 14 November 2024 Enterprise Committee Meeting. Chair to sign a copy.</li> </ul>	
4.	<b>Governance Matters</b> <ul style="list-style-type: none"> <li>Governor Term Dates - Chair confirmed that GM's term is due to end on 19 February 2025 and prior to next FGB meeting. GM confirmed she was happy to continue as governor.  <u>GM reappointed with Boards agreement.</u></li> <li>Skills Audit Update – VC advised that there were still a lot of governors who have yet to complete the form and he urged all to do so.</li> </ul>	
5.	<b>Action Summary Report</b> EHT highlighted aspects of paper. <ul style="list-style-type: none"> <li>Heat Source Pump – things have improved following work 3 weeks ago but still issues with hot water and heating. He and DFA in regular contact with contractors.</li> </ul> <u>Chair asked</u> if there was a risk of school closure due to drop in temperatures. HOP advised that only Year 5 & 6 areas in Primary affected. EHT added that we are able to restart boilers much quicker now and therefore no need for closure. We are also compliant with water temperatures. <ul style="list-style-type: none"> <li>Cloud Migration – DFA explained that IT has been an issue, New servers to go in shortly.</li> <li>Skills Audit - Governor pointed out that outcome of skills audit will identify areas where there are gaps and drive training.</li> <li>Recruitment of Governors – focus on support for Enterprise Committee</li> <li>Caterers – DFA to set up meeting with FB &amp; VJ. Remove Platform element from ASR.</li> <li>Performance Management – in place and ongoing.</li> <li>Future revenues – meeting taken place between DFA &amp; JSe</li> <li>Tour for Governors – plan for summer term.</li> </ul>	Chair DFA
6.	<b>Items not already on the agenda</b> Chair confirmed there were none.	
7.	<b>Chair's Correspondence</b> Chair advised that there is ongoing correspondence which is complex in nature and confidential at this stage. <u>Governors approved motion for Chair to seek guidance from Secretary of State.</u>	

8.	<p><b>Executive Head Teacher's Report</b></p> <ul style="list-style-type: none"> <li>Ofsted Detailed Feedback Summary – EHT referred to paper and explained that it was a summary of all his and SLT notes of the visit. No surprises and string of successes reflected in Ofsted feedback.</li> </ul> <p><b>Governor stated</b> that report was encouraging.</p> <p><b>Chair noted</b> that elements were outstanding. HOP advised that success has been shared with staff as well as the next steps.</p> <ul style="list-style-type: none"> <li>Executive Summaries <ul style="list-style-type: none"> <li>Attendance and Persistent Absentees - HOP explained the positive picture and advised that Ofsted were complimentary about attendance at school. HOS highlighted the alternative provision information.</li> </ul> </li> </ul> <p><b>Governor queried</b> the cost of alternative provision and how it is budgeted and who decides how it is spent. HOS advised that there is an alternative provision budget. She and Deputy Head decide how it's spent.</p> <p><b>Governor enquired</b> when case studies are done. EHT advised after exams.</p> <p><b>Governor added</b> that case studies provide a more personal overview.</p> <p><b>VC asked</b> which Year groups are being targeted regarding attendance. HOS advised Year 10.</p> <p><b>Governor requested</b> more information around data in paper relating to early years SEND group. HOP advised that this is a challenging cohort which also comprises of a lot of parental need.</p> <p><b>Governor asked</b> if there were any that could be resolved quickly. HOP advised no. Involves strategies to engage with these parents. Education Welfare officer involved with some of the families and there are students with medical needs too.</p> <p>18:14 LO joined meeting online.</p> <p><b>Governor queried</b> if there was any data regarding impact of Alternative Provision (AP). EHT advised benefits shown in case studies. HOS advised that there are attendance trackers and she will speak to Deputy Head – Behaviour Attitudes &amp; Safeguarding (DH -BA&amp;S) about including that information.</p> <p><b>Governor suggested</b> need to show qualitative data about the positive impact of AP on the learner.</p> <p><b>Governor advised</b> that this is discussed during any Safeguarding Monitoring Visit.</p> <ul style="list-style-type: none"> <li>Behaviour and Culture – HOS referred to paper and highlighted slight increase in incidents. Drive on standards continues in school. Suspensions are significantly lower especially compared with other schools.</li> </ul> <p><b>Governor shared</b> that she had been liaising with Assistant Head – Inclusion (AH-I) and discussed targets for improving behaviour points for Pupil Premium students.</p> <ul style="list-style-type: none"> <li>Personal Development – EHT referred to paper and invited questions.</li> </ul> <p><b>Governor queried</b> Head of Houses initiative and if that meant Head Boy and Head Girl. HOS advised that there are now 11 opportunities for senior leadership roles in Year 11.</p> <p><b>VC remarked</b> that it would be good for Board to meet the Student Leaders.</p> <p><b>Governor commented</b> that our Careers provision was regarded highly by Ofsted.</p> <ul style="list-style-type: none"> <li>Culture for Learning – EHT referred to paper and highlighted the impact of the lesson observations completed in Term 1.</li> </ul> <p><b>Governor questioned</b> why Languages were to receive support from the new Secondary Phase Lead Practitioner. HOS explained that as the Head of Department had left it was felt that support would be appropriate initially to maintain high standards.</p> <p><b>Governor asked</b> how students were selected for Student Voice. HOS explained that they came from across Years 4-11 and included SEND, PP and vulnerable groups.</p> <p><b>Governor remarked</b> on the scores and queried what training was in place for higher scores to be achieved in GH5. EHT explained that Middle Leaders previously scored lesson observations higher. Then training took place. Raised expectations and clearer descriptions have led to scores coming down.</p>	
----	---	--

	<p><u>Governor sought</u> clarification. EHT explained that we've undertaken work and staff have become aware of what the standards should be.</p>	
9.	<p><b>Safeguarding</b> EHT referred to paper and highlighted the new role of Senior Mental Health Lead who is working to create a mental health and wellbeing strategy for the whole school. <u>Governor expressed</u> appreciation for the quality and clarity of all the papers. EHT to pass on comments to SLT.</p>	EHT
10.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Audit Update – DFA advised that internal audit recommended that salaries over £100K are published. External Audit had no significant recommendations. Financial controls in school remain sound.</li> <li>Company Report &amp; Accounts – DFA referred to paper and highlighted reserves despite spends last year. EHT commended DFA for clean bill of health.</li> </ul> <p><u>Governors echoed</u> praise. DFA pointed out that key item of spend is salaries. EHT advised that SLT will be examining this aspect and how to support spend longer term. DFA went on to explain that the unrestricted fund is an accumulation of years of sums raised on donations, lettings etc.</p> <p><u>Governors approved Accounts.</u></p> <ul style="list-style-type: none"> <li>Admissions Update – Chair of Admissions advised numbers for Secondary were positive. In Primary, compared to this stage last year, the numbers are slightly greater. HOP advised that 3 additional tours for parents have taken place due to demand. EHT thanked governors for their support during the Open Evenings.</li> </ul> <p>EHT and SLT left the room at 18:55</p> <ul style="list-style-type: none"> <li>Pay Committees – Chair outlined the meetings that took place and the recommendations of the committees. General discussion ensued around future roles and options.</li> </ul> <p><u>Governors approved pay proposals.</u></p> <p>EHT and SLT rejoined meeting at 19:20</p>	
11.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>Allergy and Anaphylaxis Policy – EHT explained the rationale for the policy and intention of school to join the Allergy Aware Register.</li> </ul> <p><u>VC recommended</u> including request for evidence of allergy. EHT advised that allergy awareness will be communicated in assemblies.</p> <ul style="list-style-type: none"> <li>Governors Written Statement of Behaviour Principles</li> <li>SEND Information Report</li> </ul> <p><u>Governors ratified policies.</u></p>	
12.	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>Monitoring Visit SDP2 SEND 251124 – Lead Governor SEND (Secondary) referred to Paper. She remarked on the clear questions that she was given to consider during her visit.</li> </ul> <p><u>Governors commended report.</u></p>	

13.	<p><b>Confirmation of future Governor Meeting Dates for 2024/2025</b></p> <p><b>FULL GOVERNING BOARD:</b>  27<sup>th</sup> March 2025  3<sup>rd</sup> July 2025</p> <p><b>EDUCATION COMMITTEE:</b>  23<sup>rd</sup> January 2025  15<sup>th</sup> May 2025</p> <p><b>ENTERPRISE COMMITTEE:</b>  13<sup>th</sup> February 2025  12<sup>th</sup> June 2025</p>	
	<p><b>Meeting Closed</b>  Chair thanked governors &amp; SLT.  Chair closed the meeting at 19:44 hrs.</p>	