



# Gildredge House

## Full Governing Board - Meeting Minutes

**Meeting Date:** Thursday 27<sup>th</sup> March 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)*  
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)*

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## Full Governing Board – Minutes 27<sup>th</sup> March 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 lateness from KP.</li> </ul>	
2.	<b>Declarations of Interests</b> There were no declarations of interest made.	
3.	<b>Student Leadership Team</b> <ul style="list-style-type: none"> <li>Assistant Head – Personal Development (AH-PD) explained that the 6 Student Leaders underwent an interview process and since their appointment have been working incredibly well on fundraising, supporting the new Year 7's, taking part in Black History Month assemblies, Culture Day, Empathy week etc. He introduced the Student Leaders to the meeting.</li> </ul> 17:23 KP joined meeting. <ul style="list-style-type: none"> <li>Student Leaders each spoke about their roles which involved:-               <ul style="list-style-type: none"> <li>Sports Day improvement to include new sports.</li> <li>Improving the school environment for everyone. Not just the building but aligning it with sustainability. This includes working with Primary in the Eco Club, pulling out weeds, providing recycling bins in the Plaza.</li> <li>Promoting reading and literacy with Book of the Week and reading and writing competitions.</li> <li>Community engagement with more school events. First Colour Run will be held in May. Improve existing events such as Culture Day by focusing on educating pupils on different cultures. Assemblies held on that as well as Black History and Empathy week.</li> <li>Celebrate achievements. New award created for Attitude to Learning.</li> <li>Volunteering at parents evenings, open mornings, school fayres, musical productions, Aspire Radio and assemblies. Supporting Primary students and their leadership team.</li> <li>Fund raising for Year 11 Prom with bake sales, contacting businesses for raffle contributions etc.</li> </ul> </li> </ul> <p><b>Chair thanked</b> students for their presentation and all their work.</p> <p><b>Chair queried</b> whether there was anything the Board could do to support them. He suggested they feedback their thoughts through EHT. Students pointed out that they must go through a lot of staff to get projects done.</p> <p><b>VC commended</b> students and told them they were a truly impressive representation of GH students.</p> <p><b>VC asked</b> when they find the time to achieve all that their tasks. Students advised that they meet during tutor time and do a lot online, email, and group chats.</p> <p><b>Governor requested</b> that they invite governors to one of their termly meetings. HOS added that the students care about their legacy and will be helping to select the next candidates. EHT echoed comments and stated that these students have been fantastic from the beginning.</p> <p>Chair thanked AH-PD and student Leadership Team. They left the meeting.</p>	
4.	<b>Items not already on the agenda</b> <ul style="list-style-type: none"> <li>Retirement - Chair advised that this was DFA's last FGB as she was retiring soon. DFA has been with the school since it first opened. Chair thanked DFA on behalf of the Board for her dedicated service.</li> </ul>	

	<p>VC shared some stories of DFA selfless acts and staunch defence of the interests of the school and its students. DFA spoke of the privilege working at Gildredge House. The students, and them reaching their potential were the greatest reason for her work. DFA added that she has enjoyed working with the governors, staff and students and would always be available to help in any way she can.</p> <p>All expressed appreciation of DFA's work, dedication and commitment to the school.</p>	
5.	<p><b>Minutes of previous Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Governors agreed the Minutes as an accurate record of the 12 December 2024 FGB. Chair to sign a copy.</li> <li>• Governors agreed the Minutes as an accurate record of the 23 January 2025 Education Committee Meeting. Chair to sign a copy.</li> <li>• Governors agreed the Minutes as an accurate record of the 13 February 2025 Enterprise Committee Meeting. Chair to sign a copy.</li> </ul>	
6.	<p><b>Governance Matters</b></p> <ul style="list-style-type: none"> <li>• Governor Recruitment – Chair advised that a potential new governor has been identified.</li> <li>• Skills Audit – VC requested outstanding from 2 people as soon as possible.</li> </ul>	
7.	<p><b>Action Summary Report</b> EHT highlighted aspects of paper.</p> <ul style="list-style-type: none"> <li>• Heat Source Pump – compliant with water regs.</li> <li>• Staff Survey – participation has increased but will examine new approaches.</li> <li>• Future revenues – JSe will meet new Director of Finance and report to Enterprise Comm.</li> <li>• Cloud Migration – completed.</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>• Early Years Support – HOP preparing proposal and highlighted lower level of speech and language abilities a national problem. EHT advised that there are a lot of students who don't have EHCPs but are using up our TA resource.</li> <li>• </li> </ul>	
8.	<p><b>Chair's Correspondence</b> Chair gave a recap of ongoing correspondence. <u>Governors agreed</u> with Chair's proposals on how to handle issues.</p>	
9.	<p><b>Executive Head Teacher's Report</b></p> <ul style="list-style-type: none"> <li>• School Development Plan – EHT referred to paper and advised that more detail of impact will be supplied at the next meeting. EHT invited any questions.</li> </ul> <p><u>VC asked</u> if there were other areas he wished to see green (completed). HOS advised that we are on track at the moment. We have placed more of an emphasis on Assessments since Ofsted visit. EHT added next year won't see a change in our priorities and will be more about embedding.</p> <p><u>Governor queried</u> when new lesson length will commence. HOS advised September and it will follow the same model as most other schools.</p> <p><u>Governor questioned</u> what capacity will be left in teachers times. EHT advised that some will have extra and some less.</p> <p><u>Governor pressed</u> whether staff were aware of the change. HOS advised that they were and were very supportive. We will be monitoring and ensuring AFL takes place in those extra 10 minutes.</p>	

	<ul style="list-style-type: none"> <li>Executive Summaries <ul style="list-style-type: none"> <li>Attendance and Persistent Absentees – HOS referred to paper and highlighted improvement in Year 10 boys because of work done.</li> <li>Behaviour and Culture – EHT referred to paper and invited questions. There were none.</li> <li>Personal Development – EHT referred to paper and invited questions.</li> </ul> </li> </ul> <p><b>Governor remarked</b> that she took part in Year 11 Careers interviews. Feedback was good but some mentioned that children need more exposure to careers.</p> <p><b>Governor commented</b> that we need to engage in more work experience.</p> <ul style="list-style-type: none"> <li>Reshaping our Leadership of GH and school improvement – EHT explained that DH-QE due to take on a headship and outlined drivers for reshaping structure.</li> </ul> <p><b>Governor questioned</b> whether this was going to be top heavy. EHT advised that there are no additional people. DFA added that this will ultimately mean a cost saving.</p> <p><b>Governor noted</b> that there would be more leadership accountability. EHT agreed and advised that our SEF will be shaped around new guidelines from Ofsted.</p>	
10.	<p><b>Safeguarding</b></p> <p>EHT referred to paper and invited questions. There were none.</p>	
11.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>General Finance Update – DFA highlighted points. <ul style="list-style-type: none"> <li>Staff – DFA explained that long term staff absence generally due to ill health. Agency staff used for vacancies. Been a difficult year. 2025-2026 budget has been factored in with pay rise and National Insurance increases.</li> <li>Estate – survey has been done for the entire estate and will potentially impact 2024-2025 budget.</li> <li>IT – ongoing.</li> <li>Boilers – almost complete.</li> </ul> </li> </ul>	
12.	<p><b>Secondary Subject Middle Leadership Restructure</b></p> <ul style="list-style-type: none"> <li>HOS explained that one to ones and consultations done. No issues arose.</li> </ul> <p><b>Governors approved paper.</b></p>	
13.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>Complaints Policy – EHT explained that statutory updates have been included. Key change is that forms must be completed. Policy updated with Governor Services recommendations.</li> </ul> <p><b>VC noted</b> increase of workload for Clerk which is not sustainable under her current contract of 5hrs per week. General discussion ensued.</p> <ul style="list-style-type: none"> <li>Staff Sickness Absence Policy</li> <li>Staff Paid and Unpaid Leave Policy</li> <li>Volunteer Policy</li> </ul> <p><b>Governors ratified policies.</b></p>	
14.	<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>Monitoring Visit Safeguarding – Lead governor urged all governors to complete safeguarding training recently sent to them by HR. She also encouraged all to watch “Adolescence”</li> <li>Monitoring Visit SDP2 SEND Interventions – Lead Governor referred to paper spoke of seeing emotional regulation and ELSA interventions.</li> </ul>	

14.	<b>Any other urgent business</b> Chair confirmed there was none.	
15.	<b>Confirmation of future Governor Meeting Dates for 2024/2025</b>  <b>FULL GOVERNING BOARD:</b> 3 <sup>rd</sup> July 2025  <b>EDUCATION COMMITTEE:</b> 15 <sup>th</sup> May 2025  <b>ENTERPRISE COMMITTEE:</b> 12 <sup>th</sup> June 2025	
	<b>Meeting Closed</b> Chair thanked governors & SLT. Chair closed the meeting at 20:05 hrs.	