



Gildredge House

Full Governing Board - Meeting Minutes

Meeting Date: Thursday 3rd October 2024
Meeting Venue: Room TG5 at 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)*
Martyn Ashley Taylor

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

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

Clerk to Governors: Rif Aslam *(RA)*

Apologies: J Swann *(JSw)*

Full Governing Board – Minutes 3rd October 2024

Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> • Chair welcomed Governors & SLT to meeting. • Chair welcomed JM & GM who joined online. • Chair accepted apologies for absence from JSw. • Chair noted the absence of AL. 	
2.	<p>Declarations of Interests There were no declarations of interest made.</p>	
3.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> • Governors agreed the Minutes as an accurate record of the 4 July 2024 FGB. Chair to sign a copy. 	
4.	<p>Governance Matters</p> <p>PERSONNEL:</p> <ul style="list-style-type: none"> • Confirmation of Chair and Vice Chair <ul style="list-style-type: none"> ○ Clerk confirmed that only nominee for Chair put forward was RT ○ Clerk confirmed that only nominee for Vice Chair put forward was JM <p>17:25 RT left room whilst voting commenced</p> <ul style="list-style-type: none"> ○ Governors elected RT as Chair <p>17:30 RT returned to room and JM left online whilst voting commenced</p> <ul style="list-style-type: none"> ○ Governors elected JM as Vice Chair (VC) <p>17:35 JM returned online</p> <ul style="list-style-type: none"> ○ Clerk confirmed both positions <ul style="list-style-type: none"> • Confirmation of Committee Chairs and Deputies Chair confirmed Committee Chairs and Vice Chairs were happy to take on positions. <ul style="list-style-type: none"> ○ Education: LO as Chair. JSw as Vice Chair ○ Enterprise: RT as Chair and Vice Chair ○ Admissions: GM as Chair. JM and CBu are also members. <ul style="list-style-type: none"> • Confirmation of Link Governors Chair confirmed Link Governors were happy to take on positions as follows: <ul style="list-style-type: none"> ○ SEND: FB (Secondary) & NUI (Primary) ○ Safeguarding: JSw ○ Careers: NUI ○ Curriculum: JSw ○ Personal Development: NUI ○ Pupil Premium: GM <ul style="list-style-type: none"> • Confirmation of Panels <ul style="list-style-type: none"> ○ Head Teachers Performance Review: RT, JM and JSw ○ Pay & Progression: RT, JM and JSw <p>PROCEDURAL:</p> <ul style="list-style-type: none"> • Governor’s Code of Practice – reviewed and signed by all Governors present at the meeting. • Register of Business Interests –signed by all Governors present at the meeting. • Declaration of Eligibility – signed by all Governors present at the meeting. • Terms of Reference - Governors ratified Terms of Reference document. 	

	<ul style="list-style-type: none"> Governing Board Self-Evaluation -Chair advised that Ofsted were very complimentary about governance at the recent inspection and proposed that Board continually self reviews. VC echoed comments about Ofsted and suggested that a Skills Audit may be more appropriate to help formulate our recruitment needs. VC volunteered to carry out Skills Audit. 	Vice Chair
5.	Action Summary Report Chair noted Action Summary Report for this new academic year.	
6.	Items not already on the agenda Chair confirmed there were none.	
7.	Chair's Correspondence Chair advised that there is ongoing correspondence. He will share when he is able on a later date. Chair advised that Item 8 will be moved to the end of this meeting to allow procedural elements to be completed first.	
9.	Safeguarding Chair emphasised all Governors must read Keeping Children Safe in Education Part 1, The Key Updates document (Page 101 in the Agenda Pack) and the Staff Behaviour and Code of Conduct Policy. Governors must confirm they have done so by following the link to the Microsoft Form.	
10.	Finance <ul style="list-style-type: none"> Estates Summer Work - EHT advised areas across the whole school were decorated. New furniture in classrooms. Health & Safety compliance checks completed. Laptops refreshed with move to the Cloud. Wifi access points and switches to be renewed this month. HOS advised that 2 Secondary toilets were upgraded. Parts of Temple Grove repainted. Redecorated staff rooms now include a workspace at the back. Additional work carried out in Secondary Library. HOP advised that a new Nurture Space in Primary has been added. Adventure trail completed. Governor requested tour of areas. Agreed that this should take place at the next FGB meeting. <ul style="list-style-type: none"> Audit – EHT confirmed that internal audit by Knill James revealed no significant issues. Full report will be presented at Enterprise Committee. 3 year contract will be expiring soon. Governors agreed to seek extension dependent on price. EHT advised that external audit is due on 14 October.	EHT
11.	Policies Chair invited comments on the policies. Governor suggested changing mention of "Twitter" to "X". Governor recommended double checking to ensure references to Head Teacher are changed to Executive Head Teacher. Governors ratified the following policies:- <ul style="list-style-type: none"> Financial Regs. Manual Child Protection and Safeguarding Policy and Procedure Competitive Tendering (Procurement) Policy First Aid and Sickness Policy Health and Safety Policy and Procedures SEND Policy 	
12.	Any other urgent business Chair confirmed there was none and directed that Item 8 will now be addressed.	
8.	Head Teachers Report <ul style="list-style-type: none"> Ofsted Inspection Chair commended EHT and SLT for their handling of the challenges posed by the inspection. Feedback from the Inspectors was positive.	

	<p>Governor expressed agreement for a job done incredibly well.</p> <p>VC echoed comments and highlighted positive meeting with Ofsted.</p> <p>VC noted that Inspectors expressed that Safeguarding is not an issue at this school.</p> <p>Chair invited EHT and his Team to comment on the Inspection.</p> <p>EHT began by thanking HOS, HOP and wider SLT for their support during the Inspection. All the staff & pupils made for a fantastic atmosphere in the school. He expressed his appreciation for the support from parents and staff in completing the surveys. The initial phone call from the Ofsted Lead Inspector lasted 2 hours and 15 minutes. Our mission was to be really transparent. There were 5 deep dives which were Phonics & Early Reading, English, Maths, Science, History and PE. EHT, HOS and HOP went on to describe in more detail the routine of the Inspectors during the two days at school. Feedback on Day 1 from the Inspectors lasted 2.5 hours and timetable for Day 2 developed that evening.</p> <p>Governor enquired how long inspectors spent in each class. HOS advised approximately 10 mins. EHT shared that Inspectors highlighted the Careers provision as a beacon in the school. He commended behaviour of students. Inspectors were complimentary about our work on attendance and punctuality. Overall pleased with outcomes of each of the deep dives. EHT added that Inspectors examined the minutes of governor meetings and noted the level of challenge as well as support from the Board. Spending on CPD supports SDP targets.</p> <p>Chair thanked EHT and SLT for feedback.</p> <p>Chair asked when the Ofsted report will be published. EHT advised in next 30 days.</p> <ul style="list-style-type: none"> Initial Public Assessments/Exams Analysis – EHT advised that this will be presented at the Education Committee meeting. <p>Chair reiterated EHT’s earlier comments about governance. Inspectors were happy with the way governors work including the Monitoring Visits, Chair thanked NUI for speaking so eloquently about the visits during the meeting with Ofsted.</p> <p>VC added that they were impressed with the minutes. Governors expressed thanks to the Clerk. Chair expressed his gratitude to EHT for his and SLT’s work and effort in managing the Ofsted Inspection.</p>	
12.	<p>Confirmation of future Governor Meeting Dates for 2024/2025</p> <p>FULL GOVERNING BOARD: 12th December 2024 27th March 2025 3rd July 2025</p> <p>EDUCATION COMMITTEE: 17th October 2024 23rd January 2025 15th May 2025</p> <p>ENTERPRISE COMMITTEE: 14th November 2024 13th February 2025 12th June 2025</p>	
	<p>Meeting Closed Chair thanked governors & SLT. Chair closed the meeting at 18:29 hrs.</p>	