



# Gildredge House

## Full Governing Board - Meeting Minutes

**Meeting Date:** Thursday 4<sup>th</sup> July 2024  
**Meeting Venue:** Room TG5 at Gildredge House School  
**Meeting Time:** 5:00pm

**Governors:** Richard Thornhill, *(RT)*, Chair  
Julian Mace, *(JM)*, Vice Chair  
Louise Baxter, *(LB)*  
Firle Beckley, *(FB)*  
Nicoleta Uzorka Ion, *(NUI)*  
Gabrielle Mace, *(GM)*  
Lea Owen, *(LO)*  
Jonathan Searle, *(JSe)*

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

**Also in attendance:** Tom Addems, *(AH-I)*, Assistant Head - Inclusion  
Jemma Graffham, *(DH-BA&S)*, Deputy Head – Behaviour Attitudes & Safeguarding  
Vickie Jenkins, *(HOS)*, Head of Secondary  
Dominic O’Driscoll, *(AH-CL)*, Assistant Head – Culture for Learning  
Helen Punter-Bruce, *(HOP)*, Head of Primary  
Danny Simmonds, *(AH-PD)*, Assistant Head – Personal Development  
Matt Stephens, *(AHP-PSENDCo)*, Assistant Head Primary – Primary SENDCo  
James Towner, *(DH-QE)*, Assistant Head – Quality of Education

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

**Apologies:** J Logan *(JL)*, K Paradas *(KP)*, J Swann *(JSw)*, M Taylor *(MT)*

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## Full Governing Board – Minutes 4<sup>th</sup> July 2024

Item	Discussion	Action
1.	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>Chair welcomed Governors &amp; SLT to meeting.</li> <li>Chair welcomed JM, GM and LO who joined online.</li> <li>Chair accepted apologies for absence from JL, KP, JSw and MT.</li> </ul>	
2.	<p><b>Declarations of Interests</b></p> <p>There were no declarations of interest made.</p>	
3.	<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 14 March 2024 FGB. Chair to sign a copy.</li> <li>Governors agreed the Minutes as an accurate record of the 16 May 2024 Education Committee Meeting. Chair to sign a copy.</li> <li>Governors agreed the Minutes as an accurate record of the 13 June 2024 Enterprise Committee Meeting. Chair to sign a copy.</li> </ul>	
4.	<p><b>Governance Matters</b></p> <ul style="list-style-type: none"> <li>Chair thanked GF for his work and hoped that he will continue to support the school on an adhoc basis with his valuable expertise.</li> <li>Chair received with regret LB's resignation and thanked her for her 10 year commitment to the school. Chair expressed the hope that LB will remain a close friend to the school. LB confirmed that she would.</li> <li>Chair advised that he was in the process of speaking to potential governor candidates. Governor suggested NUROLE website as an avenue of governor recruitment.</li> </ul>	Chair
5.	<p><b>Action Summary Report</b></p> <p>Chair noted the number of completed actions and remarked that Governance Review had been postponed until after Ofsted visit but as latter had not taken place, this will need to be reconsidered.</p> <p><b>Governor asked</b> for her Pupil Premium lead role to be reviewed. Agreement reached that this will be discussed outside of meeting.</p>	Chair Chair/FB
6.	<p><b>Items not already on the agenda</b></p> <p>Chair confirmed there were none.</p>	
7.	<p><b>Chair's Correspondence</b></p> <p>Chair advised that there were a few complaints, and these have all been dealt with. EHT clarified that as some had bypassed the school originally, and he has been able to deal with them at the informal stage.</p>	
8.	<p><b>Head Teachers Report</b></p> <ul style="list-style-type: none"> <li>Personal Development – EHT explained that using the external advisor from ESCC has allowed us to monitor and evaluate SDP and where we sit currently. EHT invited AH-PD to give an overview of the report. AH-PD advised that:</li> <li>Shaun Jarvis carried out an in depth review.</li> </ul>	

- PSHE Policy was compliant.
- British values strong in school.
- Impressed with number of trips.
- Student leadership programme flourishing.
- PP and SEN feature heavily in extra curricular activities.
- Acknowledged improvements in short space of time.
- Careers provision labelled outstanding.

**Chair emphasised** the importance of these external reports as they show governors that what we're told is being done is being done.

**Chair commended** efforts and commitment of staff in providing extra curricular activities.

**Chair asked** for thanks to be passed onto staff. AH-PD agreed to relay gratitude.

**Governor remarked** that Ofsted look at what is being done from reception upwards in terms of career guidance. AH-PD advised that both Primary and Secondary will seek to have a joined up narrative.

**VC noted** the link in report made with all through and the PSHE curriculums.

**VC enquired** whether feedback has been given to the Careers Advisor. HOS confirmed that it had.

- School Development Plan – EHT referred to paper and proposed SDP targets for next year for which he is seeking approval in principle. Next year's targets are refining and embedding what has been put in place this year as well as recognising what still needs to be done. Teaching & Learning continues as focus. Focus in SDP3 is on leadership with Everyone a Leader programme.

**Governor enquired** whether this programme relates to UPR payments. EHT advised that programme relates to everyone's responsibility to show they have an impact in their role.

**Chair added** that everyone can lead in their role in school in this programme which is different to the hierarchical leadership programme rewarded in pay.

**Governor agreed** that everyone is accountable for the learning of the student in front of them.

**Governor observed** that stakeholder voice is not listed as a target. HOS explained that the intention is that student voice and parent partnership will run through all the targets rather than separately.

**Governor observed** that SDP 3 emphasises embedding culture and this can take a long time.

**Governor suggested** that SDP 7 needs to be more explicit about its remit as co-curricular can mean many things.

Discussion ranged about having a theme around targets and considering forthcoming GCSE results. Progress has been made but completed targets will still need to be on the radar to ensure practices continue.

- Ofsted – EHT advised that there is no update as inspection has not taken place. Key changes are:
  - Ofsted allows time to rectify safeguarding issues as long as there is no impact on children's safety.
  - Governors allowed in meetings.
  - Governors can pause meetings as employers concerned with wellbeing of their staff.
- Executive Summaries – DH-BA&S referred to papers and highlighted the following:-
  - Attendance – since launch of punctuality sanctions in September, detention time has dropped from 200 minutes to 34 minutes. DH-BA&S commended collaborative approach by Attendance Officer with parents.
  - Behaviour – Term 5 has seen a return to normal patterns in suspensions. There are fewer major one off incidents and we are still lower than other schools.
  - Safeguarding – no trends observed.

	<ul style="list-style-type: none"> <li>Primary Hours – HOP advised that currently there is a 30 minute difference in drop off times. Proposal has not met with many responses from parents. <b>Governor asked</b> if break times will be affected. HOP confirmed not. <b>Governor expressed</b> concern about the volume of communications received by parents. Discussion ensued about how this could be made more manageable.</li> <li>Protection of Biometric Information Policy – <b>Approved by governors</b></li> </ul>	
9.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Financial Regulations update – EHT advised the changes were cosmetic. HOP and HOS added as signatories. <b>Governors approved change.</b></li> <li>Strategic Spend Review Update – Chair noted this was detailed in the Enterprise Committee minutes.</li> <li>Summer Planned Works – EHT advised that classroom and staff rooms are due to be decorated. Work also due to be done in toilets and outdoor play area. Heating will be rectified over summer at contractors cost. <b>Governor urged</b> for parents to be given positive news about energy efficient system once it is up and running.</li> <li>Admissions – EHT spoke about positive transition events held during the week and commended JJe for her work in ensuring admission numbers are on track.</li> </ul>	
10.	<p><b>Governor Monitoring Visits</b></p> <ul style="list-style-type: none"> <li>Monitoring Visit Schedule 24/25 – EHT asked governors to consider which SDP targets they wish to undertake next academic year.</li> <li>Monitoring Visit SDP 5 will take place on Monday with a focus on Attendance.</li> <li>Monitoring Visit SDP 4 SEND – referring to paper governor advised this was a positive visit. <b>Chair asked</b> governor if she had confidence in the information she has been given by the school. Governor confirmed she had.</li> </ul>	
11.	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>SLT Attendance at Governor Meetings – EHT requested that moving forward all SLT attendance remains the same at Education and Enterprise Committees. However, only he, HOS and HOP attend FGB meetings. <b>Governors agreed</b> to proposal with proviso that they can be called to attend when needed.</li> </ul>	

12.	<p><b>Confirmation of future Governor Meeting Dates for 2024/2025</b></p> <p><b>FULL GOVERNING BOARD:</b>  3<sup>rd</sup> October 2024  12<sup>th</sup> December 2024  27<sup>th</sup> March 2025  3<sup>rd</sup> July 2025</p> <p><b>EDUCATION COMMITTEE:</b>  17<sup>th</sup> October 2024  23<sup>rd</sup> January 2025  15<sup>th</sup> May 2025</p> <p><b>ENTERPRISE COMMITTEE:</b>  14<sup>th</sup> November 2024  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 19:22 hrs.</p>	