



FULL GOVERNING BODY MEETING

Thursday 16 October 2025 at 7.00pm via Teams

MINUTES OF MEETING

GOVERNORS:

Name	Term expires	Attendance
Co-opted Governors (up to 5):		
Andrew Fenlon (AF)	09.01.2029	Present
Claire Bailey (CB)	07.07.2029	Present
Sally Channing (SC)	30.11.2026	Present
John Goddard (JG)	07.02.2028	Present
Michelle Doherty (MD)	12.05.2029	Present
LA Governor (1 only):		
(vacant)		•
Staff Governor (1 only):		
Ladan James (LJ)	30.11.2026	Present
Parent Governors (up to 4):		
Ami Johnson (AJ)	03.04.2029	Apologies
Avishka Kumarasinghe (AK)	17.05.2027	Present
Harleen Mattu (HM)	03.04.2029	Present
(vacant)		Present
Headteacher (1 only):		
Bryony Smith (BS) Pearly Greenwald (PG)	N/A	Present

OTHER ATTENDEES

Kate Boulter (KB)	n/a	Present Present
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PART ONE (NON-CONFIDENTIAL ITEMS):

Item	Agenda Item	Action
001/25-26	Election of Chair and Vice-Chair of the Governing Body Andrew Fenlon was elected Chair and Claire Bailey was elected Vice-Chair of the Governing Body.	
002/25-26	Apologies for Absence & Welcome Apologies from Ami Johnson were received and accepted.	
003/25-26	Declaration of Any Other Urgent Business None.	

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004/25-26	Declaration of Interest / Pecuniary Interest None.	
005/25-26	Minutes of the FGB Meeting held on 3 July 2025 The minutes were AGREED as an accurate record of the meeting and there were no matters arising not covered elsewhere on the agenda.	
006/25-26	Chair's Actions The following Chair's Actions had been agreed since the last meeting: <ul style="list-style-type: none"> Statutory pay increase for support staff. The LA had sent revised pay scales which were agreed by the Chair. It was noted that these were set by the LA and could not be refused. 	
007/25-26	Governing Body Administration & Documents for Approval	
007.1	Governing Body Membership & Roles The Governing Body: <ul style="list-style-type: none"> AGREED to recommend to the LA that Michelle Doherty be appointed as an LA Governor and NOTED that, if agreed, this would create a vacancy for a Co-opted Governor. NOTED there was a vacancy for a Parent Governor which would be advertised after Christmas. AGREED the continuation of the Link Governor roles as agreed at the last meeting, which were: <ul style="list-style-type: none"> Safeguarding – AJ Attendance – AJ Health & Safety – JG Pupil Premium – HM Curriculum & Assessment – CB SEND – JG Finance – AK Personnel – SC Wellbeing - MD 	
007.2	Standing Orders of the Governing Body The Standing Orders were AGREED for 2025/26.	
007.3	Committee Terms of Reference & Membership The Terms of Reference for the Finance, Personnel & Resources Committee were APPROVED for 2025/26 and it was AGREED that the members of the committee would be AF, JG, AK and MD.	
007.4	Governor Code of Conduct 2025/26 The Governor Code of Conduct was APPROVED for 2025/26.	
007.5	Compliance It was NOTED that all governors must complete the following: <ul style="list-style-type: none"> Update declarations of interest for 2025/26 Read Keeping Children Safe in Education 2025 	ALL
008/25-26	Reports from Committees There had been no committee meetings since last the last FGB.	
009/25-26	Co-Headteacher's Report The Governing Body considered the Co-Headteachers' Report and asked questions. The following points were highlighted: <p>Pupil Information</p> <ul style="list-style-type: none"> There were 185 pupils on roll at last census. The proposal to increase to 190 could not be carried out until building issues were resolved. There were 36 new starters who had all settled in well. Leavers had transitioned successfully. Two were awaiting tribunal and three would be starting Pinn River in January. 	

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	<p>Attendance</p> <ul style="list-style-type: none"> • A few children did not immediately return after the summer holiday which had an impact on attendance figures. These children had 100% attendance since returning. • 37 children were in the persistent absence category. 3 children had severe absence due to medical issues impacting ability to attend school. • The school was working to support attendance and using targeted, personalised communication to support children who were close to persistent absence. <p>Safeguarding</p> <ul style="list-style-type: none"> • The full safeguarding report from the DSL was noted. • The Safeguarding Policy had been updated and anti-bullying added. • 2 children were on Child Protection plans and 8 children were on Children in Need plans. • 13 children were currently requiring mental health support. • All staff had completed annual safeguarding training. <p>Quality of Education</p> <ul style="list-style-type: none"> • The new teacher induction had been successful and all teachers had been given the Teaching & Learning Handbook. • The school was midway through the first round of Professional Growth Weeks supported by an external consultancy. Every teacher would have observation from the external consultant and an SLT member. <p>Staffing</p> <ul style="list-style-type: none"> • One Teaching Assistant would be leaving at half-term. • One teacher had resigned with immediate effect at the start of term. Cover had been found and there had been a smooth transition. <p>Curriculum</p> <ul style="list-style-type: none"> • SLT, Phase and Curriculum Leads were working to refresh the curriculum progression documents and overview. Initial feedback from the teachers using the updated curriculum documents was positive. • There was a sharp focus on precision teaching in the classroom and a drive for improvement in quality first teaching. • Achievement was a huge part of the new framework and SLT was looking at questions teachers could be asked. • This term there was a drive on English, reading and phonics. • The Curriculum Handbook was a working document and teachers were engaging very positively and bringing it to curriculum meetings. <p>Premises and Health & Safety</p> <ul style="list-style-type: none"> • Most actions from the Judicium audit had already been completed and those which had not were outside of the school's control. Overall the auditors were very happy with what they found. • Additional access readers would be installed in October half- term. <p>Building Update</p> <ul style="list-style-type: none"> • Zebra classroom roof had been replaced over the summer holiday. Extreme hot weather cracked tarmac on the roof and a surveyor advised the classroom could not be used until the roof was replaced. The LA acted quickly to authorise the work. • The contractor looking into the leak repair had found a work-around which had fixed the problem and water supply had been restored. • The roof replacement had provided a catalyst for the LA visiting and progressing talks regarding other building work. • Following some delays while quotes and necessity of work was discussed, the LA had agreed to work starting in September 2026. LA sign-off for the first survey was awaited. 	

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	<ul style="list-style-type: none"> £400K was being spent to replace 2 out of 18 classrooms. This work would have no impact on other works needed on the site however the LA did not have the money to rebuild the school. Currently no doors met fire regulations. The LA was aware and it was hoped this work would start as soon as possible. <p>Finance Update</p> <ul style="list-style-type: none"> The LA had changed its payment process without notifying schools and as a consequence the school unexpectedly received no money in August. Under the new system schools would receive the same money spread over 39 weeks instead of 52 weeks, calculated by the number of school days in the month. The school had been assured by the LA that the change from 39 to 52 week payment would not affect the total top-up amount received. The school was overpaid in June and was meeting regularly with the LA to work out how to repay this through reduced payments in other months. The School Business Manager was closely monitoring to ensure correct payments were received for all pupils. <p>School Events</p> <ul style="list-style-type: none"> School Council members had been elected and Play Buddies selected. World Mental Health Day had been celebrated on 10 October. The NHS was not offering as many vaccinations this year and the school was working with Vaccination UK to support vaccination of its pupils. <p>School Holiday Dates 2026/27</p> <p>The Governing Body APPROVED the school holiday dates for 2026/27 which were based on those provided by the LA.</p> <p>The Governing Body NOTED the report and commented:</p> <ul style="list-style-type: none"> The school's attendance last year was the best in Hillingdon for special schools and above the national average. It was reassuring to hear the steps being put in place to work with families to support attendance. The issues created by the LA Finance changes could have been avoided with proper notice and communication of the coming changes. It was observed that there was a similar experience with communication of with the previous year's banded funding review. It was reassuring that the school was working closely with the LA to resolve the over-payment matter. Any payments or other changes actioned later in the year could have an impact on surplus. The new Ofsted framework would start in November and the new framework should be circulated to all governors so they were familiar with it. The school clearly had deep knowledge of its pupils and understanding of their needs. 	BS/PG
010/25-26	<p>Teachers' Pay Increase</p> <p>The Governing body considered an anonymised report from the Co-Headteachers on proposed teachers' pay increases in line with the School Pay Policy. The Governing Body APPROVED the recommended pay as set out in the report and in response to questions NOTED:</p> <ul style="list-style-type: none"> The pay increase included the 4% national pay settlement. When setting the budget the school had wanted to put 4% in for teachers' pay increase however the LA had only allowed 3% plus incremental change. 	
011/25-26 011.1	<p>Governor Roles, Training & Visits</p> <p>Governor training since last meeting</p> <ul style="list-style-type: none"> AF, CB, AJ, SC and JG had attended the LA's safeguarding training and a recording would be put on the LEAP site for any governors who had not been able to attend. There was also safeguarding training for governors on The Key. At least one governor should attend Cyber training. AF confirmed that he had completed Cyber Training and Governance training. 	ALL

