

## NEWSTEAD WOOD SCHOOL

### Part A Minutes of Local Governing Board Meeting

11<sup>th</sup> March 2025 at 6.30pm

Naureen Khalid (NK)	Appointed Governor (Chair)	Present
Sol Ako-Otchere (SO)	Appointed Governor	Present (via Teams)
Steve Penny (SP)	Appointed Governor (Vice Chair)	Present
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present (via Teams)
Alan Blount (AB)	Headteacher	Present
Jenny Wilkins (JW)	Appointed Governor	Apologies

#### In attendance:

Nicholas Langham (NL)                      Potential New Governor (via Teams) left 6.54  
Victoria Faint (VF)                              Clerk

Papers Circulated prior to meeting: Agenda; Part A and Part B Minutes of LGB meeting 21.1.25; Headteacher's Report to Governors; Monthly Management Accounts Period 5; Support and Resources (S&R) Visit Report; Termly Report (T2); School Modeller 2025/26.

Item	Minutes	Action
1	<b>Welcome</b> The Chair opened the meeting at 6.30pm. She welcomed the attendees and thanked them for joining the meeting.	
2	<b>Apologies for Absence and Quorum</b> <ul style="list-style-type: none"> <li>Apologies were received from JW (abroad). She had tried to join virtually but the connection failed. Her apologies were accepted.</li> <li>The meeting was confirmed quorate.</li> </ul>	
3	<b>Declaration of Interests</b> <ul style="list-style-type: none"> <li>No declarations of interest were made in respect of any agenda item.</li> </ul>	
4	<b>Governing Board Business</b> <u>Board Membership</u> Nicholas Langham (NL) had expressed an interest in becoming a Governor, and was invited to attend the beginning of the meeting. He joined virtually. He was informed that the school was a member of the United Learning Trust, and had a well-defined scheme of delegation. The Governors introduced themselves, and he responded by giving them some information about himself. <ul style="list-style-type: none"> <li>NL went into detail about his past and present positions. In particular, he said he had been involved in education since 1998 when he qualified as a teacher. Since then he had worked in inner-city schools around Lambeth and Lewisham in different roles. He had been a Deputy Headteacher for nine years, as well as being a designated Safeguarding Lead. He was now Headteacher at a school in Tower Hamlets, London. He informed that when he had joined, the school had only 40 pupils in the Sixth Form, but now the Sixth Form was thriving with 200</li> </ul>	

	<p>students. He lived in Bromley, and his children were educated there. He stated that his school was very different from Newstead Wood, but he believed the challenges for young people were similar.</p> <ul style="list-style-type: none"> <li>NL was asked why he wanted to become a school Governor. He said he realised what an important role the Governors played in a school, and he wanted to give something back to the community.</li> <li>The Chair asked NL if he thought he had the time to commit to the role, as she was aware of the heavy workload he must have as a Headteacher. She informed him that he would be expected to come into the school to carry out a monitoring visit at least every other term, as well as attend Governor meetings. NL assured her that he was aware of the commitment, and was willing to accept these responsibilities. The Chair informed him that the SEND lead Governor had moved abroad, so this was a role that they would hope NL may be willing to take over. However, she added that another role could be found for him, if he preferred.</li> <li>In response to a question regarding selective schools, he said he understood that parents make decisions in the best interests of their children.</li> <li>NL asked if the Governing Board had sub-committees. The Chair informed him they did not, but the Governors were assigned roles agreed with the Trust: Safeguarding, Health and Safety, SEND and Finance. Two meetings were arranged each term, one focussed on academics, and the other on finance. AB added that the Trust had a Regional Director who looked after twelve schools, concentrating on education. Working alongside him there were HR and Finance teams, Pupil Premium and Attendance leads, and an SEN adviser.</li> <li>The Chair thanked NL for joining the meeting at short notice. NL left at 6.54.</li> </ul> <p><b>DECISION:</b></p> <ul style="list-style-type: none"> <li><b>After a discussion, it was unanimously agreed for the Chair to write to NL offering him an appointment on the Governing Board.</b></li> </ul> <p><u>Governor Visits</u></p> <ul style="list-style-type: none"> <li>No Governor visits had taken place since the last meeting.</li> </ul> <p><u>Governor Training</u></p> <ul style="list-style-type: none"> <li>The Chair informed that she had attended DfE Prevent training, as well as "Trusts and how to build communities".</li> </ul> <p><b>Q: Do staff receive Prevent training?</b> <b>A (AB): Yes, it was given to them by the Safeguarding lead, during the CPD day in January.</b></p>	
5	<p><b>Minutes and Matters Arising</b></p> <p><u>Minutes</u></p> <p>The minutes of the meeting held on 21<sup>st</sup> January 2025 (previously circulated), were considered and APPROVED by Governors. The Chair would sign a hard copy of the minutes following the meeting, and leave it at the school for safekeeping.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>Action 1: Next Risk Report to include all red flagged risks and note progress to date.</li> </ul> <p><b>Action: Open – bf to next meeting.</b></p>	1

	<ul style="list-style-type: none"> <li>Action 2: <i>Deliver bespoke safeguarding training for the GB.</i> AP confirmed that this training would take place in September.</li> </ul>	
6	<b>Finance and Audit (See Part B Minutes)</b> AB reported that Claire Viner (Business Manager) had not been able to join them at the meeting, as she had attended a Trust meeting that day, and had not been able to get back in time.	
7	<b>Premises and Risk (See Part B Minutes)</b>	
8	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>There were no safeguarding incidents to report.</li> </ul>	
9	<b>Headteacher's Report (See also Part B Minutes)</b> <ul style="list-style-type: none"> <li>AB was asked to give information on the School Calendar. He informed that nothing could be added to it after the end of the present term, when it would be set. This would, in particular, support the Admin team in terms of trips and visits.</li> </ul> <p><i>Q: I noticed in Safeguarding that there was one case where the parents did not respond. Is that correct?</i>  <i>A (AB): We escalated that. DSL will go back to them. We are now big on home visits.</i></p> <p><i>Q: Your attendance is very good and has increased from last year. What strategies work so well?</i>  <i>A (AB): We are robust. Team had a meeting with the EWO today, and was told we were the only school in Bromley not to have a team around the school. Attendance Officer has an important role and is really good. Home visits are happening and fines and penalty notices escalated where needed. In the student survey in November across all the Trust schools, we scored the highest "belonging" score. The Trust has shared our work as an example of good practice, and our Attendance Lead will be speaking at a Trust conference within the next couple of weeks.</i></p> <p><i>Q: (to AB) Is there anything you would like from the Governors?</i>  <i>A (AB): If you have availability and want to volunteer and attend calendar events, you would be more than welcome.</i></p> <ul style="list-style-type: none"> <li>AB reported that Performance Arts would be well represented during the next term, with the school performing with the Royal Philharmonic Orchestra at the Royal Festival Hall.</li> <li>AB informed that the parents of all PP children who had declined a place, were being contacted to find out why they had not chosen the school.</li> <li>It was agreed that Risk Assessment would be brought to the summer term meeting.</li> </ul> <p><b>Action: Risk Assessment for the Summer Term meeting.</b></p> <p>There were no further questions to AB. The Chair thanked him for his very comprehensive report.</p>	2

10	<b>Policies</b> <ul style="list-style-type: none"> <li>There were no policies for approval.</li> </ul>	
11	<b>Confidential Matters</b> <ul style="list-style-type: none"> <li>Item 6: Finance and Audit</li> <li>Item 7: Premises and Risk</li> <li>Item 9: Part of Headteacher's Report</li> </ul>	
12	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>SP spoke of his interest in becoming involved as a Careers Governor. <b>Action: AB to liaise with SP over the Careers Governor role.</b></li> <li>SO extended his apologies for the meeting on 24<sup>th</sup> June as he would be on holiday.</li> </ul>	3
13	<b>Future Meetings</b> The next LGB meetings would be held on: <ul style="list-style-type: none"> <li>31 March at 6.30pm: Budget Meeting (virtual)</li> <li>13 May 2025 at 6.30pm (Hybrid meeting)</li> <li>24 June 2025 at 6.30pm (Hybrid meeting)</li> </ul>	
14	<b>Closure of Meeting</b> The Chair thanked everyone for attending. The meeting closed at 7.57pm.	

## DECISION MADE:

- It was unanimously agreed for the Chair to write to NL offering him an appointment on the Governing Board.**

No.	Action	Who	By	Status
<b>Meeting of 11 March 2025</b>				
1.	Next Risk Report to include all red flagged risks and note progress to date.	CV		Open BF to next meeting
2.	Risk Assessment to be brought to the Summer Term meeting	AN		Open BF to summer meeting
3.	AB to liaise with SP over the Careers Governor role.	AB/SP	In the near future	Open

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_