

NEWSTEAD WOOD SCHOOL

Part A Minutes of Local Governing Board Meeting

12th May 2026 at 6.30pm

The meeting was held at the school

Naureen Khalid (NK)	Appointed Governor (Chair)	Present
Paul Norman (PN)	Interim Headteacher	Present
Steve Penny (SP)	Appointed Governor (Vice Chair)	Present
Sol Ako-Otchere (SO)	Appointed Governor	Present
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present
Jenny Wilkins (JW)	Appointed Governor (from 6.48 pm)	Present
In Attendance:		
Victoria Faint (VF)	Croydon Education Partnership Clerk	Present
Apology:		
Kate Owbridge (KO)	Appointed Governor	Apology

Papers circulated prior to the meeting: Agenda; Part A and B draft minutes of LGB meeting 24th March 2026; Online Safety Policy May 2026; UCAS Grades Policy 2026; Data Protection Policy September 2025; SEND Information Report April 2026; Summary of changes to Online Safety Report.

Item	Minutes	Action
1	Welcome: The Chair opened the meeting at 6.33pm, and welcomed all attendees.	
2	Apologies for Absence and Quorum: - Apology for absence had been received from Kate Owbridge, due to Ofsted commitments. Her apology was accepted. - The meeting was confirmed to be quorate.	
3	Declaration of Interests: No declarations of interest were made in respect of any agenda item.	
4	Governing Board Business: - PN thanked the Governors for their help during the recent Ofsted inspection. He said it had gone very well, but he had not heard back from them yet. - The Chair replied that she thanked him and his staff for their support, and reminded it had been a team effort. Governor Training/Visits: - No Governor training or visits had taken place since the last meeting.	
5	Minutes of Previous Meeting: The minutes of the meeting held on 24th March 2026 were agreed as a true and accurate record. They would be signed by the Chair and kept at the school for safekeeping.	

	Q: Do we still get FOI's regarding the entrance test? A (PN): We have had some. Hannah will now be dealing with admissions appeals. Q: Do you expect attendance to go down? A (PN): Study leave will bring it down. A discussion took place on the advantages/disadvantages of live versus virtual parents' evenings. PN informed that at his previous school, two parents' evenings were held during the year, one in person and one virtual. It was agreed that one big advantage of in-person meetings, was that the parents had the opportunity to meet the teachers physically and build up a camaraderie with other parents.	
8	Teaching and Learning and Curriculum: - PN informed that 360 degrees take place every fortnight across all year groups. - PN said he recommends high impact, low-cost peer on peer coaching of teaching staff, to teach them how to give lesson observation feedback. - PN stated he thought the schemes of work were too skeletal, and needed to be worked on.	
9	Policies for Approval: - Online Safety Policy – agreed. - UCAS Grades Policy – agreed. - PN tabled a draft Gift and Hospitality Policy. He drew attention to the following paragraph which had been added when the policy had been reviewed: "This policy also covers gifts provided to ensure that the school's budget is not used to purchase gifts for staff, except in exceptional circumstances on compassionate grounds, e.g. bereavement or when a staff member is seriously ill, so that propriety and regularity is achieved in the use of public funds". - The Gifts and Hospitality Policy was agreed. DECISION: The Online Safety Policy, UCAS Grades Policy and Gifts and Hospitality Policy were unanimously agreed at the meeting.	
10	Confidential Matters: - Part of Item 6: Safeguarding - Part of Item 7: Report by Headteacher	
11	Any Other Business: A discussion took place regarding the SEND report and why "colour blindness" had been removed. Action: PN to find out why "colour blindness" had been removed from the SEND report.	4
12	Future Meeting: 23rd June at 6.30 in person at the school.	

13	Closure of Meeting The Chair thanked everyone for attending. The meeting closed at 7.53 pm.	
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DECISION:

The Online Safety Policy, UCAS Grades Policy, and Gifts and Hospitality Policy were unanimously agreed at the meeting.

No.	Action Part A	Who	By	Status
Meeting of 12th May 2026				
1	Action brought forward from 20 th January meeting: PN to ensure the up-to-date Privacy Notice is on GovernorHub.	PN	By next meeting	From 20 th January meeting
2	SO to meet with Darren and PN to circulate the second draft budget to the Governors before it is submitted. A one-agenda item Governors meeting to be arranged for budget approval.	SO/PN	When second draft budget available	
3	The Governors to attend Open Day on 4 th July.	All	4 th July	
4	PN to find out why "colour blindness" had been removed from the SEND report.	PN	By next meeting	

Signed: _____	Print Name: _____
Date: _____	