

NEWSTEAD WOOD SCHOOL

Part A Minutes of Local Governing Board Meeting

24th November 2025 at 6.30pm

The meeting was held in person at the school

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

In attendance:

Victoria Faint (VF)

Croydon Education Partnership Clerk

Papers Circulated prior to meeting: Agenda; Part A and Part B Minutes of LGB meeting 23.9.25; Student Numbers; Staffing; School Development Plan; Risk Register, Business Continuity and Disaster Recovery Plan; Modeller; Safeguarding and Wellbeing Update; Attendance; 8. Admissions; Uniform; Modeller – 3 summary documents – Curriculum, Benchmarks, Summary; 2024/25 P12 Management Accounts; 2025/26 P2 Management Accounts; T1 Minutes; Risk Register; DfE Attendance Summary; Uniform List; Termly Safeguarding Summary; SEND Policy; Supporting students with medical conditions & Children with Medical Needs who Cannot Attend School Policy; Admissions Policy; Taking, Storing and Using Images of Children Policy; PP Strategy Statement Privacy Notice; Charging and Remissions Policy; Health and Safety Policy; Health and Safety Statement of Intent.

Item	Minutes	Action
1	Welcome The Chair opened the meeting at 6.47pm.	
2	Apologies for Absence and Quorum: <ul style="list-style-type: none"> There were no apologies for absence. The meeting was confirmed quorate. 	
3	Declaration of Interests: <ul style="list-style-type: none"> No declarations of interest were made in respect of any agenda item. 	
4	Governing Board Business: <ul style="list-style-type: none"> AB reported that he had attended a Trust forum in November where Sir Jon Coles, Group Chief Executive, thanked the Governors of the school. <p>Training Attended:</p> <ul style="list-style-type: none"> The Chair reminded of the importance of training, saying that if there was an Ofsted inspection, it would need to be clear what training the Governors had attended. She recommended the Exclusion training, particularly as they could then help other schools if they need a panel. 	

5	<p>Minutes of LGB Meeting 23rd September 2025 and Matters Arising:</p> <ul style="list-style-type: none"> The A and B minutes of the LGB meeting held on 23rd September were agreed as a true and accurate record. They would be signed by the Chair and kept at the school for safe-keeping. Skills audit – ongoing. 	
6	<p>Safeguarding:</p> <ul style="list-style-type: none"> The Chair thanked AB on a comprehensive report. <p>Questions relating to the Safeguarding Report provided by the DSL.</p> <p>Q: Governors queried the categories in the report, specifically 'other' and 'suicide attempt'. A (AB): Categories on both CPOMS and the Report to LGB are provided by the Trust. It was acknowledged by all that there was a discrepancy between the two and agreed that AB would seek to feed this back via the DSL. by the Trust. JW pointed out that high numbers were a positive, as it showed that the young people felt confident enough to speak to someone about their concerns. Action: AB to remove suicide attempt from the Safeguarding report.</p> <p>Q: How would you rate "working relationships" with external agencies? A (AB): We have a strong, tenacious DSL, who does not let things go. AB continued with details of a homeless family who was helped by the Designated Safeguarding Lead, Amy Norris, who had to make several attempts to obtain a satisfactory outcome for the family. The Chair asked AB to thank Amy on behalf of the Governors.</p> <p>Q: Can you assure us, from the attendance point of view, that safeguarding is looked at? A (AB): We liaise with home and carry out home visits. This goes all the way through to the 6th form.</p> <ul style="list-style-type: none"> SP congratulated the safeguarding team, saying he thought they did very well. AB reported that Amy was thriving in her role. He informed that she was non-teaching and came from outside a school setting. She had taken on PHSE as well, was good with networking, and was continually developing in the role. <p>Q: Are we the only ones to have a stand-alone Safeguarding lead? A (AB): I do not know, but it is working well.</p> <ul style="list-style-type: none"> AB reminded that Amy was due to give a 10 minutes talk re safeguarding challenges in the school at the meeting. Due to her current pressure of work, he had agreed for this to be brought forward to the next meeting. <p>Action: "Safeguarding lead to come into a meeting for ten minutes to talk about safeguarding and the challenge of the school having a nine-mile radius, covering a wide range of safeguarding needs." BF to next meeting.</p>	1
7	<p>Report of Headteacher (See also Part B):</p> <p>It was confirmed that the Governors had read the report. AB went through the highlights.</p> <ul style="list-style-type: none"> AB informed that new School Uniform rules were being introduced as part of the Children's Wellbeing and Schools Bill. The aim was to make school uniforms more affordable and inclusive to relieve pressure on families. 	2

	<ul style="list-style-type: none"> AB reported that as from September 2026, there should be no more than three branded items (or four if one is a tie). He said that no immediate decision was required, but he would appreciate it if everyone could give some thought as to the best way forward. A long discussion took place as to what would be best for the school. AB noted that the girls liked coming to school in their PE kit, and kept it on all day, often with a blazer over as that gave them a pocket. AB said that a decision would need to be made as to whether to keep the green-striped blouse, or move to an easier to obtain plain white one. He reminded that although the rules would not come into play until next September, a decision would be needed sooner as details of the uniform go out with the offers for the new Yr 7. <p>Q: How many outlets are there where parents can obtain the uniform? A (AB): We only have one now, as Hewitts would no longer stock our uniform. It was suggested that AB could discuss this with the School Council. He said that he would.</p> <p>Action: AB to keep the Governors updated as to decisions made regarding the new school uniform.</p> <p>Management Accounts and Finance: ·</p> <ul style="list-style-type: none"> AB informed LGB that the pay award for teachers would be paid in November, and for non-teaching staff in December. The pay awards would be back-dated to the 1st September. AB added that the Management Accounts to the end of period 2 were favourable, and the school was in a good position at the moment. PH congratulated AB on having a surplus of £17k, particularly bearing in mind the position they had been in last year, when they were looking at a deficit. AB informed that any left-over surplus goes into the Reserves, as well as left-over capital. He said it used to be 2% of GAG required by Trust, but this had now reduced to 1% of GAG. AB reported that it had been necessary to get in more external teaching cover for a long-term sick member of staff. <p>Pupil Numbers: Q: Why are the numbers low in Yrs 9, 10 and 11? A (AB): The PAN was 160 and then 168, to take classes of 30 rather than 28. I have admitted over PAN. We did fill Yr 8 to 180 but a child went back to another school. I was able to fill other years, which was a bonus. Our intention is to roll to 180 every year moving forward. We may get in-year funding from the DfE to support the extra student. We have budgeted on lower numbers. Anything more is a plus.</p> <p>Attendance:</p> <ul style="list-style-type: none"> The Governors congratulated AB on the school being in the top 10% of schools in the country for attendance. <p>Trust's Termly Report:</p> <ul style="list-style-type: none"> PH drew attention to United Learning's focus on pupils' books, where they said that the work in books often did not reflect the pupils' exceptionally high standards in end of year exams. AB informed that the pupils used to have folders, but they lost work. They now all have books. 	3
8	<p>Teaching/Learning/Curriculum (See also Part B Minutes):</p> <ul style="list-style-type: none"> AB informed LGB that RE was offered at GCSE to everyone, as well as the three sciences. He said that the C&A Review recommended reducing the exams by 10%. 	

Q: Regarding income. What has happened about the padel courts?

A (AB): The application is still with the planners at Bromley.

Music Block: ·

- AB informed LGB the planning application was approved and the temporary status lifted.
- AB reported that they now do not have to build a new music block, and they are progressing to two new science labs. They would be hoping to go out to tender in January. This would give 50 more hours a week of lab space.

Q: How is it that the music block temporary, and it is now permanent?

A (AB): We put in an application for a temporary building, then applied to have the temporary status removed. It is now permanent. If it had remained temporary, we would have had to take it down after two years. It is a portacabin. It is now used a lot.

Q: Have you looked at whether you can get any grants from charities that support science?

A (AB): It is much harder here to obtain such support at Newstead due to demographic and selective status.

Internal Audit:

- AB informed that an internal audit would take place in February. Some of the audit would be done remotely, but the auditor would also come into the school for two or three days to go through things.

Risk Register:

Q: Does Ofsted count as a risk?

A (AB): We go into the window of Ofsted in February. Inspections resume 1st December. They stop for Christmas, then move forward from January.

Q: Why is the Sixth Form amber?

A (AB): There are a few persistent absentees in the 6th form.

Breach of Data:

- AB warned that this was a risk, but they had not had a data breach for some while. He said that data breaches were usually due to mistaken emails.

Surveys:

- AB reported that both the parent and staff surveys were live.
- The Trust decided not to run a Trust-wide parents survey.
- AB informed that a Yr 8 curriculum evening for parents would be taking place the following week. It was agreed that Governors who wished could attend, as it was always good to talk to parents and show an interest. The Chair agreed that the Governors should give some thought as to how they could be involved with stakeholders. AB felt they should be seen as "ambassadors for the school, engaging in conversation, rather than being there with a clipboard and pen". He suggested the Governors attended the Sixth Form Open Evening the following Thursday, to get a feel as to what it was like. He said that nearly all Yr 12 would be there, and possibly 2-3000 people in the building.
- Pupil shadowing, where a Governor would spend a morning with a pupil was discussed. AB warned that the teachers were very protective about not having strangers in their lessons, but he did welcome an "open door".

	<p>Modeller: AB asked if there were any questions on the modellers.</p> <p>Q: Has the modeller made you more efficient? A (AB): It is a tool, and I have become quite proficient in using it. We do get it very lean, and it has helped us with that. I have talked through staffing with the Union reps, and shown them how things are planned.</p> <ul style="list-style-type: none"> AB informed that university interviews were having an impact on the attendance figures, as the coding was very strict. The students were only allowed two authorised university visits under that code. Further visits had to be taken over holidays and weekends. The start of the flu season was also having an impact on attendance. AB stated that there were two persistent absentees from the sixth form. AB informed LGB that January testing would no longer happen following the advice of the LA. <p>Safeguarding:</p> <ul style="list-style-type: none"> JW informed that she had met with Amy Norris at the beginning of November and visited three different Sixth Form tutorials regarding Consent. She said that Amy seemed to be in control as to what was taking place. <p>Careers:</p> <ul style="list-style-type: none"> SP informed that he had met with the Careers Lead. She was due to send information for his report, but she had been unwell and very busy, so all of this had not yet been sent to him. <p>Action: Careers. SP to send his written report to the Governors once he had received the necessary information from the Careers Lead.</p>	4
9	<p>Policies: SEND Policy Supporting students with medical conditions & Children with Medical Needs who cannot attend School Admissions Policy Taking, Storing and Using Images of Children Policy PP Strategy Statement Privacy Notice Charging and Remissions Policy Health and Safety Policy Health and Safety Statement of Intent</p> <p>DECISION: The above policies were unanimously approved at the meeting.</p>	
10	<p>Confidential Matters – Part B Minutes:</p> <ul style="list-style-type: none"> Part of Item 7: Report by the Headteacher. Part of Item 8: Teaching/Learning/Curriculum. 	
12	<p>Any Other Business:</p> <ul style="list-style-type: none"> Incidents in the School: <ul style="list-style-type: none"> AB informed there had been no safeguarding incidents, but one exclusion. He was not able to give more information on that in case the Governors were 	

	needed for an appeal. He said there had been nothing to worry about, as all policies and procedures had been followed.	
13	<p>Closure of Meeting: The Chair thanked everyone for attending. The meeting closed at 8.08 pm.</p> <p>Date of next meeting: 20th January 2026 in person at the school at 6.30 pm. JW sent her apologies.</p>	

DECISION MADE AT THE MEETING:

The following policies were unanimously approved at the meeting:

SEND Policy

Supporting students with medical conditions & Children with Medical Needs who cannot attend School

Admissions Policy

Taking, Storing and Using Images of Children Policy

PP Strategy Statement

Privacy Notice

Charging and Remissions Policy

Health and Safety Policy

Health and Safety Statement of Intent

No.	Action Part A	Who	By	Status
Meeting of 24th November 2025				
1.	AB to remove suicide attempt from the Safeguarding report.	AB	Immediate	
2.	"Safeguarding lead to come into a meeting for ten minutes to talk about safeguarding and the challenge of the school having a nine-mile radius, covering a wide range of safeguarding needs." BF to next meeting.	AB	Next meeting	
3.	AB to keep the Governors updated as to decisions made regarding the new school uniform.	AB	When information available	
4.	Careers. SP to send his written report to the Governors once he had received the necessary information from the Careers Lead.	SP	When information available	

Signed: _____	Print Name: _____
Date: _____	