

NEWSTEAD WOOD SCHOOL

Part A Minutes of Local Governing Board Meeting

13th May 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 from 8.01pm)
Alan Blount (AB)	Headteacher	Present
Jenny Wilkins (JW)	Appointed Governor	Present

In attendance:

Paula Hills (PH) Potential New Governor - left 7.07pm
Victoria Faint (VF) Clerk

Papers Circulated prior to meeting: Agenda; Part A and Part B Minutes of LGB meeting 11.3.25 and Budget meeting 31.5.25; Headteacher's Report to Governors; Wallis Academy Letter; Monthly Management Accounts; SEND Information Report; "Smartphones in Bromley" Evidence Pack; Y13 DCS Summary Analysis.

Item	Minutes	Action
1	Welcome The Chair opened the meeting at 6.30pm. She welcomed the attendees and thanked them for joining the meeting. In particular, she welcomed Paula Hills, a prospective Governor.	
2	Apologies for Absence and Quorum <ul style="list-style-type: none"> There were no apologies. 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 <u>Board Membership</u> Paula Hills (PH) had expressed an interest in becoming a Governor, and was invited to attend the beginning of the meeting. <ul style="list-style-type: none"> The Governors had a discussion with Paula and some questions were asked. She presented a brief resume of her experience and reasons for wanting to join the Governing Board. She also gave details of her experience as a Governor in other schools. After PH had left the meeting (at 7.07pm) the Governors were asked by the Chair whether they wished PH to join them on the Governing Board. It was unanimously agreed (with the exception of EXZ who had not yet joined the meeting), that PH be accepted onto the Governing Board. <p>Action: The Chair to write to Paula Hills accepting her onto the Governing Board as an Appointed Governor. VF to invite her to the next LGB meeting.</p>	1

	<p>DECISION:</p> <ul style="list-style-type: none"> After a discussion, it was unanimously agreed for the Chair to write to Paula Hills offering her an appointment on the Governing Board. <p><u>Update from Chair</u></p> <ul style="list-style-type: none"> The Chair reported she had attended a Leadership conference (link on the Hub). She said it had now been decided that every LGB becomes a shareholder. The majority of the shares will be held by the Trust, with the school's shares held by the Chair. When the Chair leaves, the shares will be returned to the Company Secretary, and given to the new Chair. <p>Q: What is the definition of a Share? A (Chair): United Learning Company has many shares. The majority of them are held by the Trust Board, but the rest are shared out amongst the schools.</p> <ul style="list-style-type: none"> The Chair continued that a discussion had also be held around Finance, with every school being asked to "tighten their belts". The Governance session had been based around complaints, with the Chair informing that complaints had increased greatly since Covid. These were taking up a lot of time for the Heads, resulting in an operational and emotional impact on them. <p><u>Governor Visits:</u></p> <ul style="list-style-type: none"> JW had carried out a Safeguarding visit. AB informed that the school will now be using Balanced Score Cards, giving a broader view of school performance than traditional methods. He stated that these had been recommended by Ofsted. He would be attended a first meeting the following day using the Cards. <p><u>Governor Training:</u></p> <ul style="list-style-type: none"> There had been no Governance training since the last meeting. <p><u>Careers Governor Role:</u></p> <ul style="list-style-type: none"> SP informed he had spoken to Jody and it had been agreed he could help her with UCAS and careers documentation. He said he was due to return after the May holiday for a further discussion. <p>Action: SP to produce a report on his Careers Governor visit.</p>	2
5	<p>Minutes and Matters Arising:</p> <p><u>Minutes</u></p> <p>The minutes of the LGB meeting held on 11th March 2025 and the Budget meeting held on 31st March 2025, were agreed as a true and accurate record of the meetings. The Chair would sign a hard copy of the minutes following the meeting, and leave them at the school for safekeeping.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> There were no matters arising or outstanding actions. 	

6	Finance and Audit (See Headteacher's Report)	
7	Premises and Risk: <ul style="list-style-type: none"> Risk Register for next meeting. Action: Risk Register for agenda of next LGB meeting.	3
8	Safeguarding (See Part B Minutes)	
9	Headteacher's Report (See Part B Minutes)	
10	Policies <ul style="list-style-type: none"> There were no policies for approval. 	
11	Confidential Matters <ul style="list-style-type: none"> Item 8: Safeguarding Item 9: Headteacher's Report 	
12	Any Other Business <ul style="list-style-type: none"> A date to be arranged for the end-of-term meal. Action: The Chair to obtain dates for an end-of-term Governors' meal.	4
13	Future Meetings The next LGB meeting would be held on: <ul style="list-style-type: none"> 24 June 2025 at 6.30pm. <ul style="list-style-type: none"> SO and JW extended their apologies for the meeting on 24th June as they would be on holiday. 	
14	Closure of Meeting The Chair thanked everyone for attending. The meeting closed at 8.23 pm.	

DECISION MADE:

- It was unanimously agreed for the Chair to write to Paula Hills offering her an appointment on the Governing Board as an Appointed Governor.**

No.	Action	Who	By	Status
Meeting of 13th May 2025				
1.	The Chair to write to Paula Hills accepting her onto the Governing Board. The Chair/VF to invite her to the next LGB meeting.	NK/VF	ASAP	Open
2.	SP to produce a report on his Careers Governor visit.	SP	For next meeting	Open
3.	Risk Register for agenda of next LGB meeting.	NK/VF	For next meeting	Open
4.	The Chair to obtain dates for an end-of-term Governors' meal.	NK	Before end of term	Open

Signed: _____	Print Name: _____
Date: _____	