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Date: 29 January 2025

**NOTICE OF GOVERNING BOARD MEETING**

<b>Village Infants School</b>	<b>The School Ford Road Dagenham RM10 9JS</b>	<b>Thursday 6 February 2025 at 5:15 pm</b>
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**Members:**

Councillor H Spoor (Chair)	Ms Y Cattle
Ms N Akhtar	Mrs S Joy
Mr S Aladetoyinbo	Mr M Nicholson
Miss J Archer	Mrs D Rosaman
Miss N Bridge	Mrs L Sparks
Mr L Buckingham	Mr G Spoor
Mr A Carr	Mrs B Thompson

**Minute Clerk:** Miss J Day, BDSIP Governor Services

**N.B** School Governing Board meetings require 50% of governors in post to be present to be quorate. **Seven** members need to be in attendance for your meeting to take place.

**ELAINE ALLEGRETTI, Director of People and Resilience  
& JANE HARGREAVES, Commissioning Director Education**

## AGENDA PART 1

### 1 APOLOGIES FOR ABSENCE

Governors are asked to notify the clerk in advance if they are unable to attend.

Governor	Reason

A governor who is absent from governing board meetings for a period of six months, without the consent of the governors, may be removed from the governing board.

#### Action

Governors are asked to formally accept or reject the apologies for absence.

### 2 DECLARATION OF INTERESTS

Governors are reminded that they must declare any personal or business interest in any item that might arise during the course of the meeting.

Upon declaring such an interest, a governor must leave the meeting while the item is discussed and a decision taken by the governing board.

### 3 MEMBERSHIP OF GOVERNING BOARD

The governors are informed:

#### 3.1 Staff Governor: Term of Office

that Mrs D Rosaman's term of office as Staff Governor is due to expire on 3 February 2025. The school will invite nominations for this post.

#### 3.2 Vacancies

that there are four vacancies for Co-opted Governors and are asked to consider appointing suitable people to fill these posts.

#### 3.3 Election of Vice-chair

that the election of a Vice-chair was deferred at the last meeting. Governors are asked to elect a Vice-chair for the remainder of this school year.

## 4 MINUTES

The unconfirmed minutes of the meeting held on 24 October 2024 are attached. Governors are asked to confirm that the minutes are a true record and consider any matters arising.

### 4.1 Health and Safety Report (Minute no. 13 refers)

Governors are reminded that the annual Health and Safety Report was postponed until Mr Spoor had arranged a visit to school.

## 5 HEADTEACHER'S REPORT

A copy of Ms Y Cattle's report is attached.

### Action

Governors are asked to consider the report, ask any questions and agree any actions which are required.

## 6 COMMITTEES

The governors are given this opportunity to receive any reports from committees that have met since the last full governing board meeting. The minutes of the Quality of Education Committee meeting held on 12 December 2024 are attached for information.

## 7 POLICIES

Governors are asked to review and approve the Supporting Pupils With Medical Conditions Policy (copy attached).

## 8 FINANCIAL REPORT

This item is included in order to give governors an opportunity to receive a report on the school budget.

- Governors are reminded that all pay decisions, including that of the headteacher, must be sent in writing to your human resources provider.
- Governors are asked to approve the Best Value Statement 2025 as attached.
- If the school has recently received a financial audit report, this should be discussed by the governing board or an appropriate committee.
- Reminders for actions from a finance point of view, requiring governors' attention, are in the School Financial Value Standard assessment form which should be completed by the end of March each year.

## 9 SAFEGUARDING REPORT

Governors are given this opportunity to receive a termly update on Safeguarding.

## 10 DIRECTOR OF CHILDREN'S SERVICES REPORT

A copy of the Director's report is attached and includes the following items:

### **For Action**

1. Review of LBBD Suspensions and Exclusions in the Autumn Term of 2024/25

### **For Information**

1. Annual Education Performance Review for Academic Year 2023/24
2. London Governors' Newsletter Autumn 2024

## 11 ANNUAL REPORT ON RELIGIOUS EDUCATION IN SCHOOLS

Maintained community schools are asked to produce an annual report to governors on the provision for RE and Collective Worship in their schools. Voluntary aided and voluntary controlled schools will have their own arrangements but may want to include this item at this point in the year.

The latest annual report of the Barking and Dagenham SACRE (Standing Advisory Council for Religious Education) can be found here: [Barking and Dagenham SACRE annual report 2024](#)

## 12 TRAINING AND LIAISON GOVERNOR'S REPORT

The Training and Liaison Governor to lead this item for the governors and to discuss training issues.

A copy of the Spring Term training programme is attached.

## 13 GOVERNORS' REPORTS

Governors with posts of responsibility have the opportunity to report to the governing board.

## 14 CHAIR'S REPORT

The Chair:

### 14.1 Action Items

is required to report to the full governing board any urgent action that has taken place since the last meeting.

## 14.2 Correspondence

is invited to present any items of correspondence that have been received.

## 15 ANY OTHER URGENT BUSINESS

Any other items of business as previously agreed by the Chair.

## 16 DATE, TIME AND PLACE OF FUTURE MEETINGS

The governors are reminded that meetings have been arranged as follows:  
**Spring Term 2025**

Quality of Education Committee Thursday 27 March 2025 5:15 pm

### **Summer Term 2025**

Finance Committee Tuesday 13 May 2025 5:15 pm

Governing Board Thursday 15 May 2025 5:15 pm

Quality of Education Committee Thursday 17 July 2025 5:15 pm

## AGENDA - PART 2 CONFIDENTIAL

### **For Guidance:**

To consider any items which should be dealt with on a confidential basis, i.e. any matter relating to:

- (a) a named person who works, or who it is proposed should work, at the school;
- (b) a named pupil at, or candidate for admission to, the school; or
- (c) any other matter that, by reason of its nature, the governing body is satisfied should remain confidential.

## 17 CONFIDENTIAL MINUTES

A copy of the confidential minutes of the meeting held on 24 October 2024 is attached. Governors are asked to confirm that the minutes are a true record and consider any matters arising.

## 18 ANY OTHER CONFIDENTIAL ITEMS

which the Chair decides are urgent.