

**MINUTES OF THE AUTUMN TERM MEETING OF  
THE GOVERNORS OF VILLAGE INFANTS SCHOOL  
HELD ON 24 OCTOBER 2024  
AT THE SCHOOL  
(5:15 pm – 6:50 pm)**

**Present:** Councillor H Spoor (Chair) Mrs D Rosaman  
Mr S Aladetoyinbo Mrs L Sparks  
Miss J Archer Mr G Spoor  
Mr A Carr Mrs B Thompson  
Ms Y Cattle

**Also present:** Miss J Day, BDSIP Governor Services

**MINUTES – PART 1**

**1 APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received and accepted as follows:

<u>Governor</u>	<u>Reason</u>
Mr L Buckingham	Illness
Mrs S Joy	Illness
Mr A Rahman	Work commitment

1.2 The following governors were absent and had not tendered their apologies:

Ms N Akhtar  
Miss N Bridge

**2 DECLARATION OF INTERESTS**

Governors had no personal or business interests to declare.

**3 MEMBERSHIP OF GOVERNING BOARD**

The governors were informed:

**3.1 Appointment: Parent Governor**

that Mr S Aladetoyinbo had been appointed to fill the vacancy for a Parent Governor from 1 September 2024 until 31 August 2028. Mr Aladetoyinbo was welcomed to this meeting.

### 3.2 Local Authority Governor

- a) that Mrs J Barter had resigned from her appointment as the Local Authority Governor. Governors expressed their thanks for Mrs Barter's contribution to the governing board.
- b) that Mr M Nicholson had been nominated to fill the vacancy for a Local Authority Governor. Governors **agreed** to appoint Mr Nicholson to this post.

### 3.3 Term of Office: Staff Governor

that Mrs D Rosaman's term of office as Staff Governor was due to expire on 2<sup>nd</sup> February 2025. The school would invite nominations for this post.

### 3.4 Resignations: Co-opted Governor

- a) that Mr A Rahman had given notice of his resignation from his position as a Co-opted Governor with effect from 15<sup>th</sup> November 2024. Governors recorded their appreciation of Mr Rahman's contribution since his original appointment as a Parent Governor.
- b) that Mrs K Nicholls had resigned from her post as a Co-opted Governor with effect from 24<sup>th</sup> October 2024. Governors expressed their appreciation of Mrs Nicholls's service as a Parent Governor, Co-opted Governor and Vice-chair and they agreed to arrange a card to convey their thanks.
- c) that there were four vacancies for Co-opted Governors out of 13 positions. These would be advertised on the school website. The governors would like to recruit more people from outside LBBD.

## 4 APPOINTMENT OF CHAIR

The governors **agreed** to appoint Councillor H Spoor as Chair for the 2024/2025 educational year.

**Action:** Governor Services

## 5 APPOINTMENT OF VICE CHAIR

The governors **deferred** the appointment of a Vice Chair for the 2024/2025 educational year until the Quality of Education Committee meeting on 12 December 2024.

**Action:** Governor Services

## 6 POSTS OF RESPONSIBILITY

The governors agreed to appoint/re-appoint as follows:

<b>Responsibility</b>	<b>Current Appointment</b>
Child Protection	Mr L Buckingham
Looked After Children	Mr L Buckingham
Training and Liaison/Link	Miss J Archer
SEN	Ms N Bridge
Anti-Bullying	Councillor H Spoor
Health and Safety	Mr G Spoor

Attendance	Miss J Archer
Race & Social Justice/Cultural Education	Mrs B Thompson
Curriculum	Ms N Akhtar
Finance	Mr A Carr

**Action:** Governor Services

## 7 COMMITTEES

The governors reviewed and re-established their committees with the following amendments:

Pay, Personnel and Staffing Committee – Mrs Sparks to replace Mr Barter

Finance Committee – replacement of Mrs Barter, Mrs Nicholls and Mr Rahman to considered at the Quality of Education Committee meeting

**Action:** Governor Services

## 8 MINUTES

The minutes of the meeting held on 16 May 2024 were confirmed as a true record. There were no matters arising which were not covered elsewhere in the meeting.

## 9 HEADTEACHER'S REPORT

The governors thanked Ms Y Cattle for her report. Arising therefrom the governors:

- 9.1 were pleased to note that pupil numbers were quite stable compared to other local schools. Mr Carr reported that families were moving out of the borough and London in general due to housing costs. The LA was trying to stabilise schools in parts of the borough with less housing development. No schools were being closed in the borough. Governors **asked** if Village Infants was at risk and they were informed that it was not because new housing was planned nearby and it was close to a Tube station.
- 9.2 received and noted the Safeguarding report for the Summer Term 2024. They noted the number of children on the school's safeguarding register and were informed that the numbers were not high compared to primary schools of similar size, however there were still a lot of meetings which staff had to attend.
- 9.3 were informed that there had been two subject access requests arising from a complex relationship between two families. This had taken up a lot of staff time. Mrs Thompson advised that parents can be asked to pay for the time taken to provide information.
- 9.4 **asked** about the complaint about inappropriate touching by a child on a school trip. They were informed that this was just silly behaviour by a child, and it had been followed up with a reminder about touching parts of the body.
- 9.5 were informed that a Phonics review was conducted by Parsloes Primary School which is a Little Wandle Champion school. The SIP had put the two

schools in touch. This was a very useful exercise. There had also been an external Teaching and Learning review of Science. This had supported target setting for the Science Quality Mark which is a priority in the School Improvement Plan.

- 9.6 were pleased to note that a grant of £3k for phonics books had been received from the English Hub. The school has applied to be a partner school with the hub.
- 9.7 noted the list of enrichment activities which had been arranged for all age groups. The school aims to develop cultural capital for children, especially those who do not undertake activities or trips with their families. Governors **enquired** if parents were asked to contribute to the cost of trips. It was confirmed that they were. The school does support families who cannot pay but this affects the budget. There is also an option for parents to pay by instalments.
- 9.8 received details of the arrangements for EYFS transition and transition to William Ford Junior School.
- 9.9 received the 2024 Year 2 performance data and were pleased to note that this was above the last national published data. EYFS data was steadily improving and the new EYFS lead was making a positive impact.
- 9.10 thanked Ms Rix for the excellent detailed Attendance report. This showed how attendance was everyone's responsibility. Governors **asked** if there were any Severe Absence pupils and were pleased to note that there were none.
- 9.11 received and noted the SENDCo's report and the report of the Phonics review.

## 10 FINANCE REPORT

The governors received a verbal report on finance in the School Business Manager's absence.

- 10.1 The structural changes would place the budget in credit by £57k, but there were still concerns over the next three years. Further changes may be needed to avoid the deficit rising. Savings could be made by not automatically replacing staff who leave, and some staff had expressed an interest in reducing their hours. The budget will be re-examined when the School Business Manager returns from sick leave.
- 10.2 Governors **asked** if there were opportunities for joint procurement with William Ford School to make savings. They were informed that the biggest cost pressures were due to increasing SEND support. Mr Carr added that changes to the national funding formula had also disadvantaged infants schools. The budget had not been mismanaged and the deficit was due to factors outside the school's control.
- 10.3 Consultation had started on the proposed structural changes. The Organisational Change Committee had discussed the reduction of Midday Assistant hours rather than ending the role. One Midday Assistant had resigned to take a job

with more hours. Governors noted that other staff are affected because the work is still there. This will have an impact on teaching and learning.

- 10.4 Governors **enquired** how many schools in the borough did not have budget deficits and they were informed that there were only about 40%.
- 10.5 Governors were invited to email any questions about the budget to Karen Bishop in Su Joy's absence.

## 11 SAFEGUARDING REPORT

Mr Buckingham, Safeguarding Governor, had visited to review the SCR and speak to pupils. A safeguarding report was also included in the Headteacher's report. It was noted that the Safeguarding Team had been expanded and all staff had received training on safeguarding fundamentals. Governors were **reminded** to complete online safeguarding training and to inform the school when they received their certificate. This evidence was required by Ofsted.

## 12 DIRECTOR OF CHILDREN'S SERVICES REPORT

The Director's report was received.

### 12.1 Summary of Barking and Dagenham Schools' Results 2024 – Primary

A summary was presented of each school and the overall Local Authority results in national tests and examinations in 2024. Governors were asked to review the information provided and compare the performance and trend of their school with other local schools, the overall Local Authority position and most importantly the national figures and, where available, London.

Governors were pleased to note that the borough had performed well in all age groups compared to national figures.

### 12.2 School and Student Health Survey 2024

Governors received and noted the detailed results of the latest School and Student Health Survey.

### 12.3 Information Items

received and noted the following reports which were presented for information:

1. Area SEND Inspection of Barking and Dagenham Local Area Partnership
2. BDSIP Services in Barking and Dagenham
3. Attendance guidance changes (effective from August 2024)
4. London Governors' Newsletter

## 13 HEALTH AND SAFETY GOVERNOR'S ANNUAL REPORT

The Health and Safety report was **postponed** until the Quality of Education Committee meeting. Mr Spoor would arrange a site visit with the caretaker.

## 14 TRAINING AND LIAISON GOVERNOR'S REPORT

The governors:

14.1 had received dates of the LA's governor training programme.

14.2 were informed that Mrs Sparks had completed four of the modules in the GAP training programme. All modules were being repeated in the Spring term 2025.

## 15 GOVERNORS' REPORTS

There were no reports from governors with posts of responsibility. Governors were reminded that they were welcome to visit the school, at short notice if necessary. Short training sessions on the Little Wandle phonics scheme could also be arranged.

## 16 CHAIR'S REPORT

The Chair:

### 16.1 Action items

- a) informed the governors that she had visited the school three times since the beginning of term.
- b) had chaired the Organisational Change Committee meeting on 1<sup>st</sup> October 2024.
- c) informed governors that she would like to arrange one to one meetings with them to catch up.
- d) **reminded** governors to complete their skills audits if they had not already done so. The forms would be circulated again.
- e) **requested** a list of school events which they could attend, e.g. Christmas performances.

### 16.2 Correspondence

had no items of correspondence to bring to the attention of governors.

## 17 ANY OTHER URGENT ITEMS

### 17.1 Policies

Governors **approved** the following policies which had been circulated for review:

- Behaviour Policy 2024
- Written Statement of Behaviour Principles 2024
- Safeguarding Policy 2024

## 18 DATE, TIME AND PLACE OF FUTURE MEETINGS

The governors were reminded that future meetings had been arranged as follows:

### **Autumn Term 2024**

Quality of Education Committee                      Thursday 12 December 2024 5:15 pm

### **Spring Term 2025**

Finance Committee    Tuesday 4 February 2025 5:15 pm

Governing Board    Thursday 6 February 2025 5:15 pm

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

## 19 **CONFIDENTIAL ITEMS**

The governors considered items of a confidential nature as detailed in Part II of the minutes.

<b>Actions/Follow up</b>		
Min 3.2 b	Agreed to appoint Mr M Nicholson as LA Governor	Governor Services
Mins 4 and 5	<ul style="list-style-type: none"><li>• Councillor H Spoor appointed as Chair</li><li>• Appointment of Vice-chair deferred until Quality of Education Committee meeting</li></ul>	Governor Services/ Agenda item
Min 6	Posts of Responsibility updated.	Governor Services
Min 7	Committee membership updated	Governor Services
Min 11	Governors reminded to complete safeguarding training	Governors
Min 13	Health and Safety report deferred until Quality of Education Committee meeting	Agenda item
Min 16.1 d	Governors reminded to complete skills audit – forms to be circulated again.	Governors/Chair
Min 16.1 e	Governors requested dates of school events.	School

**PRIVATE AND CONFIDENTIAL**  
**(Not for publication)**

**VILLAGE INFANTS SCHOOL GOVERNING BOARD**

**24 OCTOBER 2024**

**MINUTES PART II**

**20 CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 16<sup>th</sup> May 2024 were confirmed as a true record.

**21 CONFIDENTIAL COMMITTEE REPORTS**

The governors received a verbal update on the Organisational Change Committee meeting which was held on 1<sup>st</sup> October 2024.

- The committee had agreed to proceed with Stage 1 of the staffing changes which were needed to address the budget deficit. The proposed changes were reduced hours for Midday Assistant and the deletion of the part-time Music Teacher post. The staff consultation process was in progress.
- The committee would meet again in December/January if it was necessary to consider further changes in Stage 2. Meanwhile members of the committee would visit school to see how staff were being deployed.
- It was **agreed** that Mr Carr should be invited to the committee's next meeting.

**22 ANY OTHER CONFIDENTIAL ITEMS**

There were no other confidential items.

<b>Actions/Follow up</b>		
Min 21	Organisational Change Committee to meet again if further structural changes need to be considered.	Committee