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Date: 16 October 2025

**NOTICE OF GOVERNING BOARD MEETING**

<b>Village Infants School</b>	<b>The School Ford Road Dagenham RM10 9JS</b>	<b>Thursday 23 October 2025 at 5:15 pm</b>
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**Members:**

Mr S Aladetoyinbo	Mrs D Rosaman
Miss N Bridge	Mrs L Sparks
Mr L Buckingham	Councillor H Spoor
Mr A Carr	Mr G Spoor
Ms Y Cattle	Mrs B Thompson
Mrs S Joy	Mr R Wells
Mr M Nicholson	

**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 Resignation

that Mrs N Akhtar has resigned from her position as a Co-opted Governor with effect from 21 July 2025. There are now five vacancies for Co-opted Governors, and governors are asked to consider appointing any suitable people to these posts.

#### 3.2 Terms of Office

that the following Co-opted Governors' terms of office are due to expire on 24 November 2025:

Miss N Bridge

Ms S Joy

Ms Joy has confirmed that she is willing to continue, but Miss Bridge has decided not to stand for re-appointment. Governors are asked to consider appointing Ms Joy for a further term of office.

### **Guidance for the appointment of the Chair and Vice-chair**

- Nominations may be submitted to the clerk prior to the meeting.
- No one who is employed at the school may chair a meeting of the full Governing Board. This also includes statutory committees.
- Chairs and Vice-Chairs may be appointed to serve for more than one year, up to a maximum of four years, provided that the length of their appointment does not exceed their current term of office as a governor.

#### **Action**

**The length of term must be determined prior to the election of Chair and Vice chair.**

## **4 APPOINTMENT OF CHAIR**

4.1 Nominations are requested for consideration for the post of Chair.

4.2 Nominees will be asked to withdraw from the meeting if governors wish to conduct a secret ballot.

#### **Action**

Governors are asked to appoint a Chair for the 2025/2026 educational year.

## **5 APPOINTMENT OF VICE CHAIR**

5.1 Nominations are requested for consideration for the post of Vice Chair.

5.2 Nominees will be asked to withdraw from the meeting if governors wish to conduct a secret ballot.

#### **Action**

Governors are asked to appoint a Vice-Chair for the 2025/2026 educational year.

## **6 APPOINTMENT OF POSTS OF RESPONSIBILITY**

Governors are asked to consider appointing/re-appointing members to serve in posts of responsibility as follows:

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

Attendance	Councillor H Spoor
Race & Social Justice/Cultural Education	Mrs B Thompson
Curriculum	vacancy (Ms N Akhtar)
EYFS	vacancy (Ms N Akhtar)
Finance & Resources	Mr A Carr

**Action**

Governors are asked to consider whether to appoint or re-appoint members to serve in other posts of responsibility which meet the needs of the school.

7 **COMMITTEES**

**For Guidance:**

The Governing Board:

- is formally required to review the establishment, terms of reference, constitution and membership of every committee at least once a year. **Governors are reminded that they must review the delegation of functions annually, and agree procedures for committees to report their actions to the full governing board.**
- is informed that suggested terms of reference for committees are available from Governor Services. These include suggestions for committees such as curriculum/standards, finance, personnel and premises.
- is asked to note that the majority of members of any committee must be members of the governing board.
- should decide if non-governor members of a committee should have voting rights. i.e. associate members.
- is reminded that committees may not be chaired by the Headteacher or non-governors.
- will find a copy of the current committee membership lists attached.

**Action**

Governors:

- 7.1 are asked to re-establish their committees.
- 7.2 are asked to record any powers which have been delegated to committees. Any individual or committee to whom a decision has been delegated must report to the governing board in respect of any action taken or decision made.

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|-----|---|
| 7.3 | are informed that they may allow Associate Members to vote as a member of a committee (but not in a full governing board meeting).  |
| 7.4 | are given this opportunity to receive any reports from committees that have met since the last full governing board meeting. The minutes of Summer Term Quality of Education Committee meeting held on 17 July 2025 are attached. |

## 8 **MINUTES**

The unconfirmed minutes of the meeting held on 15 May 2025 are attached. Governors are asked to confirm that the minutes are a true record and consider any matters arising.

## 9 **HEADTEACHER'S REPORT**

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

<b>Action</b>
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Governors are asked to consider the report, ask any questions and agree any actions which are required.
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## 10 **DOCUMENTS FOR APPROVAL**

Governors are asked to approve the school policies and documents which have been reviewed. See attached zip folder and list.

## 11 **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.
- The Governing Board should be informed when the Headteacher's appraisal has been completed.
- 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.

## 12 **SAFEGUARDING REPORT**

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

### 13 **DIRECTOR OF CHILDREN'S SERVICES REPORT**

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

#### **For Action**

1. Summary of Barking and Dagenham Schools' Results 2025 – Primary
2. Meeting the requirements of the updated DfE Statutory RSE and Health Education Guidance (2025) through Healthy Schools

#### **For Information**

3. DfE Governance Updates 2025
4. London Governors' Newsletter Autumn 2025
5. BDSIP Service Offer 2025/26

### 14 **TERMLY POLICY AND INFORMATION REVIEW SCHEDULE**

The statutory guidance document 'Directors of Children's Services: roles and responsibilities (2013)' sets out a number of responsibilities for promoting educational excellence including those relating to the staffing and governance of maintained schools. The Local Authority has now undertaken to improve the quality of the guidance provided to governing boards regarding statutory policies which must be in place and published in maintained schools. As part of this guidance there is a suggested timetable for reviewing statutory policies each term – see attached list. Governors and Headteachers will have autonomy over when these policies are discussed but the schedule aims to improve consistency across all maintained schools in the borough.

The suggested list of Autumn Term reviews is as follows:

- Behaviour Policy
- Complaints Policy
- Exams, Assessment and Performance Measure data
- Pupil Premium Strategy
- Safeguarding and Child Protection Policy
- SEND Policy and SEND Information Report
- Staff Code of Conduct and Grievance Policies
- Suspension and Exclusions Policy
- Teacher Pay and Appraisal Policies

A set of *aide-memoires* has been produced to support governors in carrying out their responsibilities in regard to reviewing these statutory policies and reports. These are attached in a zip folder for reference.

### 15 **HEALTH AND SAFETY GOVERNOR'S ANNUAL REPORT**

Governors have been asked to nominate a lead governor for Health and Safety whose responsibility is to monitor the school's Health, Safety and Wellbeing

compliance between the 3-yearly external health and safety audits, and to give an annual report to the governing board.

The Health and Safety Governor is asked to provide an annual update on Health and Safety, including progress against issues raised in the school's most recent audit.

**16 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 Autumn and Spring Term training programme is attached.

**17 GOVERNORS' REPORTS**

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

**18 CHAIR'S REPORT**

The Chair:

**18.1 Action Items**

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

**18.2 Correspondence**

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

**19 ANY OTHER URGENT BUSINESS**

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

**20 DATE, TIME AND PLACE OF FUTURE MEETINGS**

The governors are reminded that meetings have been arranged as follows:

**Autumn Term 2025**

Quality of Education Committee 11 December 2025 5:15 pm

**Spring Term 2026**

Finance Committee 3 February 2026 5:15 pm

Governing Board 5 February 2026 5:15 pm

Quality of Education Committee 19 March 2026 5:15 pm

**Summer Term 2026**

Finance Committee 12 May 2026 5:15 pm

Governing Board 14 May 2026 5:15 pm

Quality of Education Committee 16 July 2026 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.

### **21 ANY OTHER CONFIDENTIAL ITEMS**

which the Chair decides are urgent.