

**MINUTES OF THE MEETING OF THE  
RODING PRIMARY SCHOOL GOVERNING BOARD  
HELD ON 30 NOVEMBER 2023  
AT 6.30PM  
AT THE SCHOOL**

Present: Mr Mike Teahan (Chair) Co-opted Governor

**Co-opted Governors**

Ms Dawn Hallybone  
Ms Amanda Harris  
Mr Daniel Lea  
Ms Olaide Oboh  
Ms Danielle Yates

**Head Teacher Governor**

Mrs Helen Radmore

**Parent Governor**

Mr Eric Mustafa

**Staff Governor**

Mr Niall O'Sullivan

Clerk to the Governors: Mr David Atkins

Also in Attendance: Ms Melissa Nwankiti (Co Head Teacher)

Ms Claire Edwards (Assistant Head Teacher) (Safeguarding training only)

Mrs Caroline Durrance (SBM)

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
2.1	Mike Teahan, Dawn Hallybone and Eric Mustafa to plan for the recruitment of a new Head Teacher	Mike Teahan, Dawn Hallybone, Eric Mustafa, Governor Services	Immediate
4.1, 4.2	Mike Teahan elected as Chair for a period of one year (until first GB meeting of 2024/25); Fasal Hussain elected as Vice Chair for a period of one year (until first GB meeting of 2024/25)	Governor Services	Immediate
5.3	Governor Services to confirm Governors who do not have a DBS check	Governor Services	ASAP

6.1	Minutes of the Governing Board meeting held on 12 July 2023 to be considered at the next Governing Board meeting	Governor Services	Immediate
7	Mike Teahan to write to LBR Highways in connection with unsafe wall bordering road close to school.	Mike Teahan	ASAP
9	Mike Teahan, Dan Lea and Eric Mustafa to be the governors to be interviewed at the forthcoming Ofsted, with Amanda Harris and Dawn Hallybone as reserves; training to be arranged	Mike Teahan, Dan Lea, Eric Mustafa, Amanda Harris, Dawn Hallybone	Immediate
10, 11	Code of Conduct, and Skills Analysis to be completed by all Governors (on "GovernorHub")	All Governors	ASAP
13	Helen Radmore to discuss GB cycle with Mike Teahan and circulate to Governors	Helen Radmore, Mike Teahan, Governor Services	ASAP
14	Membership of Committee confirmed . Terms of Reference of Committees confirmed for 2023-24	Governor Services	Immediate
15	Link Governors confirmed	Governor Services, all	Immediate
16	Governors to put all training, including training in employment, on GovernorHub	all	Immediate
18	Following policies approved: i) Anti Bullying Policy ii) Behaviour and Relationships Policy iii) Business Continuity Plan (inc Emergency Contact Details) iv) Debt Recovery Policy v) Early Career Teacher (ECT) Policy vi) Emotional Wellbeing and Mental Health Policy vii) EYFS Policy viii) Finance Policy and Scheme of Delegation ix) First Aid and Supporting Pupils with Medical Conditions Policy x) Freedom of information Policy xi) Home Visits Policy xii) Leave of Absence Policy	Governor Services	Immediate

	xiii) Managed Evacuation Invacuation Policy xiv) Reorganisation, Redeployment and Redundancy Policy and Procedures xv) Roding School Pay Policy xvi) Safeguarding Child Protection Policy xvii) Safer Recruitment Policy xviii) Security Policy and Strategy xix) SEND Policy xx) Social Media Recruitment Checks Guidance xxi) RSHE (Relationships, Sex and Health Education) Policy		
24	Annual Effectiveness Report to be sent out.	Helen Radmore	ASAP
28.	Date of next FGB meeting: 14 March 2024. Agenda items: i) Minutes, 12 July 2023 ii) Governing Body Annual Cycle iii) Safeguarding Audits	Governor Services	Immediate

**Prior to the meeting, Safeguarding training was delivered to those present by Claire Edwards, AHT and Designated Safeguarding Lead**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 There were apologies for absence from Fasal Hussain and Mandeep Sira. These were accepted.
- 1.3 Mike Teahan welcomed Eric Mustafa, recently elected as Parent Governor; Governors confirmed Eric as a Governor and also noted Niall O’Sullivan as the new Staff Governor.
- 1.4 The Clerk confirmed that the meeting was quorate with nine governors present.

**2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

- 2.1 There was no item of any other business. There was one confidential item, which was discussed at this point but by its nature is embargoed and restricted to those present in the meeting until 6pm, 1 December 2023:

**Retirement of Co Head Teacher**

Helen Radmore announced that she is to retire at the end of the Summer Term, 2024. Because of the requirements of the Pay and Conditions for Head Teachers, they are required to give one terms notice and therefore recruitment needs to take place in the Spring Term 2024 (in order that if an existing Head Teacher were to be appointed, they could give notice to be able to commence at the start of the 2024/25 academic year). The school community are to be informed on Friday, 1 December (hence the need for the embargo).

Mike Teahan proposed that a group be established to plan for the recruitment and it was agreed that Dawn Hallybone and Eric Mustafa would be the members of this group with Mike.

**Action: Mike Teahan, Dawn Hallybone, Eric Mustafa, Governor Services**

Chair’s Initials:
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**3. DECLARATIONS OF INTEREST**

- 3.1 Mike reminded all Governors that they should update their declarations on “GovernorHub”.
- 3.2 There were no declarations made pertaining to any of the agenda items for this meeting

**4. APPOINTMENT OF OFFICERS**

*(Mr David Atkins, Clerk to the Governing Board, in the Chair for this item)*

**4.1 Appointment of Chair**

Helen Radmore nominated Mike Teahan as Chair; this was seconded by Dan Lea. There being no other nominations, Mike Teahan was declared Chair of the Governing Board for the period of one year until the first Governing Board meeting of the Autumn Term 2024.

**Action: Governor Services**

**4.2 Appointment of Vice Chair**

Mike Teahan nominated Fasal Hussain as Vice Chair; this was seconded by Helen Radmore. There being no other nominations, Fasal Hussain was declared Vice Chair of the Governing Board for the period of one year until the first Governing Board meeting of the Autumn Term 2024.

**Action: Governor Services**

**5. GOVERNING BOARD**

**5.1 Clerk to confirm Governing Board Membership**

The Clerk stated that there are two vacancies currently on the Governing Board (one co-opted, one LEA). Helen explained that the co-opted was being held vacant for the new incumbent of the local church, to replace Ola Franklin. The LEA had not yet nominated a new LEA governor. No governor comes to the end of their term of office before the next Governing Board meeting.

**5.2 Disqualification for Non Attendance**

The Clerk reported that no governor is at risk of disqualification due to non attendance

**5.3 Disclosure and Barring Service (DBS) Checks**

The Clerk noted that the list of governors on the agenda indicated that not all had been subject to DBS checks. Caroline Durrance (SBM) stated that all had been and the Clerk indicated that he would request Governor Services to contact the school to resolve this.

**Action: Governor Services.**

**6. MINUTES**

**6.1 Minutes of the Governing Board Meeting held on 12 July 2023 and Matters Arising**

As the minutes of the Governing Board meeting held on 12 July 2023 had not been seen prior to this meeting by a number of Governors, it was decided to defer this item to the next meeting.

**Action: Governor Services**

## 6.2 Committee Reports

### Teaching and Learning Committee

Dan Lea, Chair of T & L, reported on the discussions at the meeting of the Committee held on 16 November 2023:

- Outstanding progress and attainment in teaching of phonics (86% proficient)
- New Roding reading curriculum in place
- Teaching of Reading and Writing; in particular, discussions about writing attainment and predictions in November 2023
- Roding Curriculum, and Curriculum Leadership, in particular, pressures experienced by past and current subject leaders.

### Personnel, Finance and Premises Committee

Amanda Harris, Chair of PFP, reported on the discussions at the meeting of the Committee held on 12 October 2023:

- School did not submit licensed deficit
- a small surplus was predicted at the end of 2023/24
- The Risk Register had been reviewed, in particular the risk of an unexpected capital or revenue deficit without sufficient reserves; damage to school from fire, theft or flood; and increased energy costs.

## 7. HEADTEACHER'S REPORT

Helen summarised the most significant items in her report:

P1 – There are low numbers in the nursery; staffing has to be kept in place although funding is not received. In the past, there has only been a nursery in the morning. Such measures may have to be considered in the future to ensure financial sustainability.

P2 (third bullet point) – the level of SEND is now much more in line with other LBR schools, it is no longer an “outlier”

P5 – Speech and Language Therapy – the school has found it a challenge to ensure that this is provided, but has now managed to secure sustained provision..

P6 - Eight children left the Deaf Provision at the end of Y6. Two reached age expectation in reading in SATS, six reached age expectation in writing and maths (two of the eight were disapplied, therefore all of the remainder had reached age expectation in writing and maths). This is very good.

P7 – There is a significant reduction in “lunchtime reflection”, indication of an improvement in behaviour and rigour in applying the policy.

P9 – it should be noted that the HT report does not usually include this level of detail on bullying but the purpose of this in this report was to provide more detail about how such situations are managed.

P14 – target setting is reviewed at each pupil progress meeting.

P24 – Melissa explained that there is historically a local agreement with the GMB in respect of observing Teaching Assistants. The school wishes to observe in order that the best practice is followed, training requirements are assessed and so on. There has been some “pushback” from the Union on this and there is an ongoing dialogue.

P29 – Concrete wall; there is a concrete wall where Highways are disputing their liability. The wall belongs to Highways but there is a tree which is possibly causing it to collapse. The tree is not on school property. Mike will write to Highways setting out the school position

**Action: Mike Teahan**

P32 – there is a new school website

8. **KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)**  
Safeguarding training was held prior to this meeting.
  
9. **OFSTED PREPARATION**  
There had been four visits to the school to advise on Ofsted. Three governors are required to meet the inspectors; it was agreed that these should be Mike, Dan and Eric, with Amanda and Dawn as reserves. Ofsted training is to be arranged.  
**Action: Mike Teahan, Dan Lea, Eric Mustafa, Amanda Harris, Dawn Hallybone**
  
10. **CHAIR'S ACTION**  
There has been no Chairs Action.
  
11. **GOVERNING BODY CODE OF CONDUCT**  
Mike and Helen will circulate this, Governors should reply indicating agreement.  
**Action: all**
  
12. **SKILLS ANALYSIS**  
On Hub – Governors requested to complete so that Mike can review.  
**Action: all.**
  
13. **GOVERNING BODY ANNUAL CYCLE/TEMPLATE**  
Helen and Mike will work on this; to be considered at next meeting  
**Action: Helen Radmore, Mike Teahan, Governor Services.**
  
14. **GOVERNING BOARD COMMITTEES**
  - 14.1 **Membership of Committees**  
Helen suggested membership of committees. This was agreed subject to Dawn replacing Mike on HT PM Panel and Niall joining PFP Committee:  
**Teaching and Learning Committee:**  
Dan Lea (Chair), Danielle Yates, Mike Teahan, Melissa Nwankiti, Fasal Hussain, Dawn Hallybone  
**Personnel, Finance and Premises Committee**  
Amanda Harris (Chair), Caroline Durrance, Helen Radmore, Mike Teahan, Mandeep Sira, Olaide Oboh, Eric Mustafa, Niall O'Sullivan  
**Governing Body's Discipline Committee:**  
Mike Teahan, Fasal Hussain, Dan Lea, Amanda Harris, Mandeep Sira  
**Staff Disciplinary, Grievance and Dismissal Appeal:**  
Mike Teahan, Fasal Hussain, Dan Lea, Amanda Harris, Mandeep Sira  
**Action: Governor Services**
  
  - 14.2 **Terms of Reference**  
These had been reviewed by the Committees; Governors confirmed the current Terms of Reference for the T&L and PFP Committees.  
**Action: Governor Services**
  
- 15 **LINK GOVERNORS**  
Helen presented a suggested list of link governors, which was agreed. It was suggested that there be a Governors Day each term when link governor visits could take place in the morning, and in the afternoon, governors could work on the Strategic Plan, and a meeting with the Schools Council. After discussion, it was agreed that in the Spring Term this would take place on 7 February.

**Link Governors were allocated as follows:**

**Safeguarding - Child Safety & Well Being** Fasal Hussain

**Inclusion – SEND & EAL (inc. anti-racism)** Fasal Hussain (Danielle Yates)

**Pupil Premium & Attendance** Dan Lea (Niall O’Sullivan)

**English and phonics** Olaide Oboh

**Health and Safety** Eric Mustafa

**Maths** Mandeep Sira

**Governor Training** Mike Teahan

**Early Years** Dan Lea

**Finance watchdog & Budget** Amanda Harris

**Curriculum** Dawn Hallybone

**Action: Governor Services, all**

**16. GOVERNOR TRAINING**

Mike reminded governors to put all training (including employment training) on GovernorHub.

**Action: all.**

**17. SAFEGUARDING AUDITS**

To be considered at the next meeting.

**Action: Governor Services**

**18. POLICIES**

The following policies were considered, and approved at the T&L, or PFP committees, as appropriate:

i) Anti Bullying Policy

ii) Behaviour and Relationships Policy

iii) Business Continuity Plan (inc Emergency Contact Details)

iv) Debt Recovery Policy

v) Early Career Teacher (ECT) Policy

vi) Emotional Wellbeing and Mental Health Policy

vii) EYFS Policy

viii) Finance Policy and Scheme of Delegation

ix) First Aid and Supporting Pupils with Medical Conditions Policy

x) Freedom of information Policy

xi) Home Visits Policy

xii) Leave of Absence Policy

xiii) Managed Evacuation Invacuation Policy

xiv) Reorganisation, Redeployment and Redundancy Policy and Procedures

xv) Roding School Pay Policy

xvi) Safeguarding Child Protection Policy

xvii) Safer Recruitment Policy

xviii) Security Policy and Strategy

xix) SEND Policy

xx) Social Media Recruitment Checks Guidance

Governors agreed to approve these policies, and also to approve the RSHE (Relationships, Sex and Health Education) Policy

**Action: Governor Services**

**19 RISK REGISTER**

This is on GovernorHub. Fine tuning is delegated to Committees, however, the following were noted:

Risk 11: Reduced rating following Ofsted. Some schools have removed the Ofsted rating on school letterheads/website (on the basis that a one/two word rating does not reflect a school); do governors wish this at Roding? After discussion, it was decided that there should be no change.

Risk 12: Safeguarding – additional mitigation of supervision of DSL, and annual external audit of safeguarding process.

**20 STRATEGIC PLAN/SELF EVALUATION**

To be worked on at Governors Day, 7 February.

**21 TERM DATES**

The 2024/25 term dates are on the website; 2025/26 term dates have not yet been published by Redbridge.

**22 LINK GOVERNOR REPORTS**

Safeguarding – see item 17 above. Other reports have been submitted.

**23 STANDARDS AND TARGET SETTING**

Included within HT Report.

**24 ANNUAL EFFECTIVENESS REPORT**

Helen to send out Mike's report.

**Action: Helen Radmore**

**25 PUBLICATION OF GOVERNORS INFORMATION**

School website reviewed; information also on GovernorHub.

**26 PERFORMANCE MANAGEMENT REVIEWS**

PPF Committee approved the reviews; there is a summary sheet on GovernorHub. If governors have any questions, please direct them to Helen.

**27 HEALTH AND SAFETY AT SCHOOL**

**27.1** No link governor's report; Mandeep Sira was link last year.

**27.2** Residentials going ahead for Y5 and Y6; currently only 30 signed up for Wales (Y5), usually c45, possibly due to change in staff leading; also suggested cost may be a factor.

**28 DATE OF NEXT MEETING**

**28.1** The date of the next meeting is 14 March 2024 at 6,30pm.

**28.2** Agenda Items –

i) Governing Board minutes, 12 July 2023

ii) Governing Board Cycle

iii) Safeguarding Audits

**Action: Governor Services**

**29. ANY OTHER BUSINESS/ CONFIDENTIAL ITEMS**

There was no Any Other Business; the Confidential Item was dealt with at item 2.



The meeting closed at 9.35pm

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:  
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