

**MINUTES OF THE MEETING OF THE
EDINBURGH PRIMARY SCHOOL GOVERNING BODY
HELD ON 28 JANUARY 2025 AT 6PM VIRTUAL**

Present: Moronke Olubobokun (Chair) (Co-opted Governor)

Co-opted Governors:

Holly Midwinter
Tarlochan Ghale
Mohammad Patel

Local Authority Governor:

Aktar Beg

Headteacher:

Ellie Green

Parent Governors:

Fiona Fairmaner
Tracey Goddard

Staff Governor:

Andrew Cherry

Clerk to the Governors: Pauline Dorney (transcribed and typed from a recording on Zoom)

Also present: Annette House (School Business Manager)

Summary of Agreements/Actions taken:

Minute Ref:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion Date:
3.5	Clarification on Governing Board Diversity required.	Governor Services	ASAP
7.4.5	NGA Training invited	All Governors	As and when required.
7.4.6	All Governors were invited to attend Safeguarding Training	All Governors	ASAP
7.4.7	All Governors were invited to attend PREVENT Training	All Governors	ASAP
9.1	Link Governors were invited to contact the School to make arrangements for their next Link Governor Visit	All Link Governors	ASAP
9.	Link Governors to upload or send visit reports to SBM to be loaded to governor hub	HM,RO,TG	ASAP
15	Governors to advise of any changes to the SFVS and agree a final document at the next meeting	All Governors	18.3.25
20	Confirm Sustainability curriculum lead	HT	18.3.25

Chair's Initials:

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting and wished them a happy new year. All Governors introduced themselves.
- 1.2 There were no Apologies for Absence not accepted.
- 1.3 The School confirmed that the meeting was quorate with nine Governors present.
- 1.4 The Governing Body ratified the appointment of Miss Ellie Green, the new Headteacher. It was noted that she would be full time until the Easter break and then be employed for four days per week (0.8) thereafter.
The Governing Body agreed to this proposal.
- 1.5 Thanks were conveyed to Andrew Cherry and the SLT for their valued input at the present time.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were no confidential items.

3. DECLARATIONS OF INTEREST

- 3.1 Pecuniary Interests – Governors confirmed receipt of the register of interests.
- 3.2 There were no declarations made pertaining to any of the agenda items for this meeting.
- 3.3 Standing Declarations:
Ms. Tracey Goddard is a member of staff at London Borough of Waltham Forest (Children Social Care).
Mr. Aktar Beg is a Governor at Walthamstow School for Girls

4. GOVERNING BODY

- 4.1. The Clerk confirmed the current Governing Board/Body membership – noting that there were no vacancies at the present time. There were no terms of office coming to an end in the Spring Term 2025.
- 4.2 There were no disqualifications noted.
- 4.3 The School confirmed that DBS checks had been completed for all governors and details are held on file by Governor Services.
- 4.4 The school confirmed that the Governing Body membership was also published on the DfE GIAS database.
- 4.5 Governors noted that the Governing Board Diversity on Governor Hub had to be completed.
ACTION: Outstanding Governors to complete

5 MINUTES

- 5.1 Governors received the minutes of the meeting held on 13 July 2022 and 3 December 2024 and agreed these to be an accurate record of the meetings. Ms. Moronke Olubobokun (Chair) agreed to sign these copies of the minutes on Governor Hub.
- 5.2 Matters arising:
Nothing outstanding.

6. CURRICULUM FOCUS – SEND AJ

Deferred item to 18.3.25

7. CHAIR’S ACTION

The Chair had met with Nikki Crouch and Ellie Green (Headteacher) which was considered very fruitful. The Chair clarified this Meeting to Governors.

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The Chair checked in with the new Headteacher on her first day of commencing the School.

8. GOVERNORS' TRAINING

- 8.1 Ms. Tracey Goddard referred Governors to the analysis of the skills audit. Only four Governors had completed the Audit. Across the board the Governing Board has a good skill mix. This data was clarified to Governors for their information. The remaining Governors were encouraged to complete the Skills Audit as soon as possible.
- 8.2 It was noted that the Governing Board were in a very good position in terms of what the Governing Board have to offer.
- 8.3 Governors were invited to enter the Skills Dashboard to check on any skills that need to be developed.
- 8.4 The Training Governor attended the Training at the end of last year and the following items were shared with Governors: -

Governors can attend bespoke Training which refreshes every year. Governors were asked to think about an area of Training that they think would benefit from. This could possibly be arranged at the next Meeting for the Summer Term 2025.

If you cannot attend Training that had been booked; this must be cancelled – not just turn up as it reflects badly on the figures for the Training.

There was a recommendation for all Governors to peruse the Maintained Schools' Governance Guidance online.

The next Governors' Briefing is scheduled to take place on the 12 February 2025 and a Governor volunteer was requested to attend.

- 8.5 The NGA (National Governors' Association) offer an alternative Training to Governor Services. It is very varied and there are many courses to choose from. These courses are shorter and online. If Governors were interested it would be necessary to set up all Governors with a link.

ACTION: All Governors

All Governors except for one had completed their Safeguarding Training.

ACTION: Governors to undertake safeguarding Training

ACTION: Training Governor to send out future reminders

Governors were reminded that they should attend statutory Cyber Training and Prevent Training.

The next Training Date for Cyber Training is on 5 March 2025 and must be booked.

ACTION: All Governors

9. LINK GOVERNOR REPORTS

- 9.1 Governors were requested to lodge their Link Role Governor Visits with the School. This is particular important with regard to Ofsted to show that Governors have an understanding of their Key Areas.

ACTION: Link Governors to contact the School to arrange accordingly.

9.2 It was noted that HM Link Governor had visited the School Business Manager during the recent Audit and her Link Governor Report would be sent by email to the School to upload to gov hub.

9.3 The Chair reported that she made a brief Link Governor Visit relating to Safeguarding. It was noted that Miss Tarlochan Ghale was due to meet with Anna this week but had been rearranged for next week in relation to Safeguarding.- report to be uploaded to gov hub.

10. HEADTEACHER'S REPORT

10.1 The Headteacher referred Governors to her Report which had previously been circulated. The following points were highlighted:-

10.2 The Pupil Numbers were reported as 182 pupils.
Whole School Attendance since September is 95.46%
Persistent Absence (not included leavers) is 10.86%

10.3 A Staffing Update was provided to Governors. Staffing remains the most challenging issue across school. Edinburgh Primary School is not fully staffed with teachers. Two supply teachers are being used on a weekly basis; one covers PPA and leadership time; another supply teacher teaches a class three days per week. This puts pressure on Edinburgh staff to do additional planning, and on leaders. This is unsettling for children and puts quality and consistency at risk. The Headteacher would be considering advertising for a temporary teaching role after half term.

A Behaviour and Safeguarding Report was also provided to Governors and clarified accordingly. The following was highlighted:-
Significant incidences of poor behaviour are rare. However, there are some inconsistencies with how reminders and consequences of low-level behaviour, such as talking in class, were given. The Behaviour Policy and the Good to be Green system will be discussed in staff development sessions to remind staff about expectations and consistency. Again, high dependency on supply when trying to develop this.

10.4 Wellbeing:

1:1 meetings with all staff are ongoing. Staff development sessions are now structured to include reflection time, discussion and collaboration. For example, in week one, staff were invited to share ideas which could improve the curriculum and support with efficient workload. This has contributed to the staff development schedule the school has devised as a senior leadership team. As a result, the Music Leader and RE Leader have already begun to consider developments in their subject areas across school. The aim is to given staff a sense of ownership and empowerment. Work will continue on this aspect.

Governors were informed of the Continued Professional Development and the Staff Development Schedules were shared with Governors.

The Headteacher informed Governors that she had received an email from the NEU relating to imminent Strike Action. The School is in a very challenging situation and the Headteacher had tried to resolve this decision. A meeting is scheduled with the NEU tomorrow for relevant discussions. This was clarified in detail to Governors.

Community Engagement was shared with Governors.

10.5 The School Development Strategic Plan was also shared with Governors. Priorities for current focus from the school's three year strategic development plan:-

- Items 3 and 4:
Strengthening provision in non core subjects including arts, sports and STEM.
- Maintain a strong Leadership
- Enhance School values and ethos so that behaviour is outstanding
- Continue to encourage a cohesive and committed staff team

General discussion took place amongst Governors and it was agreed to accept this version of the SDP.

11. OFSTED PREPARATION/ACTION PLAN PROGRESS

11.1 The School is in a fragile position due to falling role and staffing instability, it was reported that should an Inspection be called; a request for a deferment would have to be made but this would not be guaranteed.

12 TO REVIEW AND AGREE ANY STAFFING STRUCTURE CHANGES (SFVS)

This item had been covered previously. The Headteacher clarified a few points to Governors relating to staffing structure changes and a further update will be included at the next meeting see 10.3 above

13. THEMED AUDIT REPORT(S) AH

13.1 There were no major concerns reported about the Themed Audit Report. The Report is awaited.

14 FINANCE – AH

14.1 The School Business Manager referred Governors to her Budget Monitoring Report which had previously been circulated. The following points were highlighted:-

Benchmarking was clarified to Governors especially the Catering Contract with London Borough of Waltham Forest.

The Nursery are looking for more space to expand. They have requested the school's Reception and Year 1 space including the EYFS playground – the school would not have an adventure playground for the Reception and Year 1 space if this was adopted. – R/Y1 could be moved across to the main school therefore losing part of the main playground to create a new space which EBN would be happy to fund. It was suggested that the Headteacher approach the Local Authority in relation to this request. It would be necessary to ascertain the Local Authority's plans for Edinburgh Primary School. General discussion took place amongst Governors.

Question:

Do we know what the application numbers are for September 2025?

Answer:

We won't know final numbers until Summer Term 2025. It is envisaged that the School would have low numbers as last September 2024.

The Budget Quarter 3 had been prepared and the carry forward is currently just over £200,000 which is what was predicted. The main reason for this is due to the income generated and the recharges that the School undertakes. The Deputy Headteacher and UPS Teachers when leaving the school have not yet been replaced which has made a saving to the School. A full report will be provided at the next meeting. (a full budget report will be presented at next meeting).

14.2 The Budget would be satisfactory at the end of this financial year but not next year if pupil numbers do not increase. This was clarified to Governors accordingly.

14.3 The School has a new Payroll Provider and should be set up by 1 April 2025. The School was given notice by Strictly Education Limited just before Christmas which was very challenging.

15 **FINANCIAL RISK REGISTER**

15.1 This document had been placed on Governor Hub for Governor perusal.

16. **SCHOOL'S FINANCIAL VALUE STANDARD (SFVS)**

It was confirmed that this document would have to be agreed at the next meeting for submission to the DfE by the 31 March 2025.

This document was clarified to Governors by the School Business Manager. Governors were invited to attend the Finance Training which was considered very helpful. **ACTION:** Governors to advise of any changes and agree a final document at the next meeting.

17. **FINANCIAL DOCUMENTATION – AH**

17.1 The School Business Manager confirmed that she had circulated her Finance Report to Governors for their perusal.

There were 2 questions asked prior to the meeting which have been answered with a questions sheet.

17.2 The financial Schemes of Delegation had been prepared which had to be changed, due the new Headteacher Governors noted the change.

17.3 The Business Continuity Plan was shared – Governors accepted the plan.

18 **SCHOOL POLICIES**

18.1 The following Policy was ratified:-
Attendance Policy

There were some updates included relating to pupil fines for non-attendance. This was clarified by Mr Andrew Cherry to Governors.

Stress Questionnaire – general discussion took place amongst Governors.

19. **HEALTH AND SAFETY AT SCHOOL – AH**

19.1 The Health and Safety Audit would normally take place in Autumn 2024 the LA have not yet contacted the school with a date.

There are no major issues at this point which were noted by governors.

20. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

201	Governing Body Meeting	18 March 2025	5pm at the School
	Governing Body Meeting	6 May 2025	5pm at the School
	Governing Body Meeting	8 July 2025	5pm at the School

20.2 Agenda Items:

The following Governors' Briefings were noted by Governors:-
Wednesday 12 February 2025 HM to attend.
Wednesday 21 May 2025
At 6pm vis MS Teams

21. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

21.1 The Headteacher stated that the After School and Breakfast Clubs are running at a huge loss. The School very often only have two siblings which puts a lot of pressure on the SLT until 6pm and pressure on the school's finances; Governors were reminded to be aware of this. A Review is currently being processed for future perusal. HT to meet LA to request for future plans for the school.

FG asked who was undertaking sustainability – HT would check and update at next meeting. ,

One governor asked to be allowed to attend electronically at the next meeting.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 7pm

SIGNED: _____ (CHAIR)

DATE: _____

Chair's Initials:
