

**MINUTES OF THE MEETING OF THE  
EDINBURGH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 18 MARCH 2025 AT 6.00PM AT THE SCHOOL**

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

**Co-opted Governor**

Tarlochan Ghale

**Headteacher**

Ellie Green

**Parent Governors**

Fiona Fairmaner

Tracey Goddard

**Staff Governor**

Andrew Cherry

Clerk to the Governors: Pauline Dorney

Ref:	Formal Agreements and action(s) identified:	Named person(s) for action(s) identified:	Completed:
4.5	Governing Board Diversity to be completed on Governor Hub.	All Governors	ASAP
Action c/f:	PREVENT Training to be completed.	All Governors	ASAP
Action c/f:	Link Governors to arrange a School Visit	All Link Governors	ASAP
Action c/f:	Link Governors to upload or send their Link Governor Visit Reports to the School	All Link Governors	ASAP
Action c/f:	Governors requested to understand the SFVS Document in detail.	Holly Midwinter & Mohammed Patel to clarify	ASAP
Action c/f:	Confirmation of the Sustainability Curriculum Lead to be clarified to Governors	Headteacher	ASAP
7.1	Governor Services to provide support to the Chair.	Governor Services	ASAP
8.1	Link Governor Visit Template Report to be sent to the Chair for Governor circulation.	Clerk	ASAP

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 The Chair welcomed all those present to the meeting.

1.2 Apologies for Absence were accepted from Mr. Aktar Beg, Ms. Holly Midwinter and accepted.

1.3 There were no Apologies for Absence not accepted.

Chair's Initials:

1.4 The School confirmed that the meeting was quorate with six Governors present.

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

2. 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:

At the present time, 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 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 28 January 2025 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:

**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	Governors noted this requirement. <b>Action c/f</b>
7.4.5	NGA Training invited	All Governors	As and when required. Noted.
7.4.6	All Governors were invited to attend Safeguarding Training	All Governors	Completed

7.4.7	All Governors were invited to attend PREVENT Training	All Governors	Governors noted this requirement. <b>Action c/f</b>
9.1	Link Governors were invited to contact the School to make arrangements for their next Link Governor Visit	All Link Governors	Work in Progress <b>Action c/f</b>
9.	Link Governors to upload or send visit reports to SBM to be loaded to governor hub	HM,RO,TG	Reports would be sent via the Template (to be supplied by the clerk) <b>Action c/f</b>
15	Governors to advise of any changes to the SFVS and agree a final document at the next meeting	Holly Midwinter and Mohammed Patel	18.3.25 <b>Action c/f</b>
20	Confirm Sustainability curriculum lead	HT	Next Meeting <b>Action c/f</b>

## 6. CURRICULUM FOCUS – SEND AJ

This item was deferred.

### Agenda item

## 7. CHAIR'S ACTION

7.1 It was noted that Governor Services had offered additional support to the Chair. This support would be greatly appreciated.

**ACTION: Governor Services to arrange**

## 8. LINK GOVERNOR REPORTS

8.1 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.**

**ACTION: Clerk to provide a Link Governor Visit Template for Governors to complete and lodge with the School**  
*(Clerk had sent this document to the Chair for distribution)*

8.2 The Chair advised Governors that she had visited the School recently and carried out a Learning Walk and attended Assemblies which were very informative.

8.3 It was noted that the Headteacher was in constant contact by email with the Chair and meetings are held every two weeks.

8.4 Tarlochan Ghale advised Governors that she had carried out a Safeguarding Visit and met with Anna. The following points were observed and highlighted to Governors:

- There were no major concerns noted.
- The Safeguarding Policy was considered to be robust.

- Staff Training had been undertaken on a weekly basis.
- Collaborative Weekly DSL Meetings were clarified to Governors.
- The CPOMS System was clarified to Governors.

The Link Governor agreed to write her Report and lodge this with the School Office for their records.

8.5 It was agreed that Tracy Goddard would undertake a Link Governor Visit relating to Children's Wellbeing and Mental Health in the near future.

## 9. HEADTEACHER'S REPORT

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

- An example Newsletter was supplied to Governors for their information.
- The HEP Report was also provided for Governors whereby Paul Murphy, School Improvement Partner from Haringey Education Partnership visited the School. This Report was considered to be very useful and positive.
- From the above Report the numbers had not changed very much. The School is very small which is the biggest risk and concern was raised.
- In terms of staffing this was considered to be challenging across the school which is due to long term absence of staff. The Headteacher stated that her priority would be to create stability for the pupils and maintain the quality of education within the School. The long term supply teacher would be provided with planning support and good communication systems to assist in this area. This was clarified in detail by the Headteacher.
- The School have been working successfully with families relating to Safeguarding and Behaviour.
- A Behaviour update was reported to Governors and the School had developed consistency across the School in this area.
- Paul Murphy established from the pupils that they thought that the School's Behaviour System was very fair; it was consistent, very clear and fully understood by the pupils.
- Phonics is very strong – with a small cohort; every child counts.
- Year 6 data was supplied and a round of assessments would be carried out this week which would inform Pupil Progress Meetings and provide Support at Parents' Evening next week. It was considered essential that accurate messages were given out to Parents next week.
- Details of Enrichment was provided to Governors and school trips were detailed for Governors' information.
- From the Parent Surveys that were sent to Parents it was evident that Parents required more Clubs within the School for their children. Unfortunately, the School were not in a good financial position to ask teachers to run Clubs. The Headteacher advised Governors that she did have some good ideas to suggest in this area. A strategic plan would be provided after the Easter Holiday.
- The School managed to stop the strike action and the Headteacher has been trying very hard to nurture the staff and provide them with a real sense of belonging. There is always a genuine 'open door' policy available to all staff which is very crucial.

- A Staff Survey had been sent out to Staff and 32 positive replies had been received which was a very promising outlook. This was clarified in detail to Governors for their information.
- Professional Development Sessions were also detailed to Governors.
- Community Engagement was also reported to Governors with a World Book Day, and a visit from the local Mosque, etc. This was clarified in detail to Governors.
- The Strategic Development Plan is coming to an end and would be rewritten in September 2025. It would be necessary to build a strong Leadership Team and staff are feeling much better.
- It was noted that the School Outcomes are good. The Finances are good but there were significant challenges noted. The School do generate a great deal of income from the School Building which had made them viable at the present time.
- The School has had a falling roll since 2016. The Pupil Base Plan from the Local Authority had been included for Governors to peruse. This shows that the numbers in the area have plateaued now with no drastic shift at the moment but there will be a decision and a plan to be made with the Local Authority for the School's future. The School would have to challenge and question a forthcoming Plan in order to protect the Staff and Pupils. It would be necessary to rebuild the School's reputation and there is a need to embed a trust and culture. This was clarified in detail to Governors.

General discussion took place amongst Governors.

It was suggested for Governors to communicate with Parents by providing a small summary from Governors every half term within the School Newsletter.

Thanks were conveyed to the Headteacher for her very informative Report.

## **10. FINANCE REPORT**

- 10.1 Governors received the School Business Manager's Finance Report which had been placed on Governor Hub for their perusal.
- 10.2 It was noted that the Income is keeping the School's Finances in order. However, the risk is the falling School Roll which means that the School would be running into a deficit during the next Financial Year. This was clarified in detail to Governors.
- 10.3 The Governing Body noted the Quarter 3 Budget Report and End of Year predictions.
- 10.4 The SFVS Document was agreed and ratified by the Governing Body.

## **11. MONITOR PROVISION FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (NGA)**

- 11.1 This item was deferred.  
**Agenda item**

## **12. TEACHING AND LEARNING REVIEW**

- 12.1 This had been covered in the Headteacher's Report and noted by Governors.

**13. TO RECEIVE A REPORT ON COMMUNITY ENGAGEMENT (NGA)**

13.1 This had been covered in the Headteacher's Report and noted by Governors.

**14. HEALTH AND SAFETY AT SCHOOL**

14.1 There were no issues reported.

**15. POLICIES**

15.1 SEND Policy

15.1.1 This item was deferred.

**Agenda item**

15.2 SEND Information Report

15.2.1 This item was deferred

**Agenda item**

15.3 Child Friendly Safeguarding Policy

15.3.1 This item was deferred.

**Agenda item**

15.4 Children with Health Needs that cannot Attend School

15.4.1 This item was deferred.

**Agenda item**

**16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

16.1	Governing Body Meeting	6 May 2025	5pm at the School
	Governing Body Meeting	8 July 2025	5pm at the School

17.2 Agenda Items:

- Curriculum Focus - SEND – AJ
- Monitor Provision for Pupils with Special Educational Needs and Disabilities (NGA)
- Policies: SEND Policy  
SEND Information Report  
Child Friendly Safeguarding Policy  
Children with Health Needs that cannot attend School

17.3 The following Governors' Briefings were noted by Governors:

Wednesday 21 May 2025  
At 6pm via MS Teams

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

18.1 Early Buds Nursery

Question:

Should the Early Buds expand; would this involve the Reception Play Area being refurbished?

Answer:

I would not let them have the Reception Play Area; they could have some normal classrooms. I have stated that the amount it costs to do an outdoor area for Early Years is costly and very expensive – a contribution would not be enough and the School would need it to be paid for. They will not do that and we cannot have it in the playground. They would have to have classrooms but we would need to know the future of the School. This was clarified in detail to Governors.

18.2 It was noted that the Chair had met with the Headteacher yesterday and it was clarified that the Headteacher would now continue full time, potentially, until

Christmas – all depending on the thoughts of the Local Authority. It was noted that the Staff and Governors need a person with strategic insight to provide the relevant support.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 6.45pm

SIGNED: \_\_\_\_\_ (CHAIR)

DATE: \_\_\_\_\_

**Draft Minutes  
Edinburgh Primary School  
18-03-2025**

Chair's Initials:
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