

**MINUTES OF THE MEETING OF THE
EDINBURGH PRIMARY SCHOOL GOVERNING BODY
HELD ON 6 MAY 2025 AT THE SCHOOL**

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

Local Authority Governor:

Mr. Aktar Beg

Co-opted Governors:

Mr. Mohammad Patel

Ms. Holly Midwinter

Headteacher:

Ellie Green

Parent Governors:

Fiona Fairmaner

Tracey Goddard

Clerk to the Governors: Pauline Dorney

Also Present: Annette House (School Business Manager)
Anna Joseph (SEND Co-ordinator)

Summary of Agreements/Actions Identified:

Ref. No:	Formal Agreements/Actions identified:	Named person(s) for actions identified:	Completed By:
c/f item 18/3/2025	PREVENT Training to be completed by all outstanding Governors.	All outstanding Governors	ASAP
c/f item 18/3/25	Link Governors to arrange a School Visit	All Link Governors	ASAP
c/f item 18/3/25	Link Governors to upload their School Visit Report on to GovernorHub.	All Link Governors	ASAP
4.6	AGREED – Alternative Meeting Options	All Governors	Completed.
11.1	AGREED – Outturn 2024/2025	All Governors	Completed
11.3	AGREED – 2025/2026 Budget	All Governors	Completed
11.5	AGREED – Governor Services SLA 2025/26	All Governors	Completed
11.6	AGREED – Services of the Clerk to continue for 2025/2026	All Governors	Completed
11.7	Financial Risk Register – Governors to peruse document on GovernorHub	All Governors	ASAP
22.1	Update on finding alternative Catering Contract for the School.	Annette House	ASAP
	Agenda items as noted in Item 21.		Next Meeting 8 July 2025

1. WELCOME AND APOLOGIES

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 Apologies for Absence were received from Tarlochan Ghale and accepted.
- 1.3 There were no Apologies for Absence not accepted.
- 1.4 The Meeting was quorate with seven Governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 Nothing to report.

3. DECLARATIONS OF INTEREST

- 3.1 There were no Pecuniary Interest Declarations outstanding.
- 3.2 There were no declarations of interest relating to the Agenda items reported.
- 3.3 Standing Declarations:
 - Mr. Beg – Governor at Walthamstow School for Girls
 - Ms. Tracey Goddard – Staff member at NELFT

4. GOVERNING BODY

- 4.1 The Clerk confirmed Governing Body Membership and there were no vacancies noted.
- 4.2 There were no terms of office due to expire in the Summer Term 2025.
- 4.3 There were no disqualifications due to non-attendance noted.
- 4.4 There were no DBS Applications outstanding.
- 4.5 It was noted that the Instrument of Government was available on GovernorHub for Governors to peruse if required. There had been no change during the four years when it was last recorded.
- 4.6 Alternative Meeting Options were confirmed as Yes to Telephone Conference Calls and YES to Video/Conference Calling.

ACTION: Governor Services to note

5. MINUTES

- 5.1 The Minutes of the Meeting held on the 18 March 2025 were agreed as a true record of that Meeting. The Chair agreed to sign the Minutes on GovernorHub.
- 5.2 Matters arising:

Summary of agreed Actions/Agreements:

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 Outstanding Governors	c/f item – to be completed.
Action c/f:	PREVENT Training to be completed.	All Outstanding Governors	c/f item – to be completed.
Action c/f:	Link Governors to arrange a School Visit	Fiona Fairmaner Mohammed Patel	c/f item – to be arranged.
Action c/f:	Link Governors to upload or send their Link Governor Visit Reports to the School	All Outstanding Link Governors	c/f item – to be completed.
Action c/f:	Governors requested to understand the SFVS Document in detail.	Holly Midwinter & Mohammed Patel to clarify	Completed. Document sent to the Local Authority.

Action c/f:	Confirmation of the Sustainability Curriculum Lead to be clarified to Governors	Headteacher	Completed.
7.1	Governor Services to provide support to the Chair.	Governor Services	Completed. (Arranged)
8.1	Link Governor Visit Template Report to be sent to the Chair for Governor circulation.	Clerk	Completed. Sent to the Headteacher for circulation.

Question:

With regard to the Condition Survey there were quite a lot of costs coming up related to Year 3. Has this been carried forward into the Budget?

Answer:

No. If you look at the Condition Survey it comes to a lot of money – we can only do what we can. The priorities would be worked through and we would try and obtain funding from the Local Authority because the School does not have the money to do it. My Report says that the School ensures compliance and anything other than that we just tick over. The School receives Capital Budget each year of approximately £7,500. The roof had been completed in the Main School now but the Canteen Roof leaks when it rains.

Question:

Is there still the possibility of installing Solar Panels?

Answer:

The roof is not strong enough because it hold a great deal of electrical furniture up there. There is no area available that is strong enough to install Solar Panels.

6. CURRICULUM FOCUS – SEND AJ

6.1 Anna Joseph addressed Governors with her Presentation and the following points were highlighted:-

6.2 It was noted that the School had 28% of children with Special Educational Needs. The School were higher than the average in London. This was clarified in detail to Governors for their information. Work to re-evaluate the SEN register is needed to ensure that all children on this are accurately assessed as the proportion of SEND must be reduced.

Question:

What is the criteria?

Answer:

It could be a variety of things; a child could have a specific diagnosis such as autism, ADHD., Speech and Language disorder or it could be that children, over time, are not making the expected progress or may have behavioural issues.

6.3 The Headteacher advised Governors that Anna Joseph is experienced in her SENCO Role. Learning Walks around the School show that the School has an inclusive philosophy. The children with specific and complex SEND are well integrated within the classroom with scaffolded learning.

6.4 The SEND Register was clarified in detail to Governors.

6.5 Children that have SEND where their needs cannot be met at a school resource level can apply for an EHCP which can take a long time because the SEND Numbers are high within London. There were twelve pupils within the School with an EHCP.

6.6 SEN is split into four areas of Need:-

- Communication and Interaction
- Cognition and Learning
- Sensory
- Social and Emotional Mental Health

The above Needs were explained to Governors via slides.

6.7 In order to become eligible to gain an EHCP the pupils have to meet certain criteria and it takes a long time to come through. Various reports have to be submitted for assessment and can be quite complex.

Question:

When you get an EHCP does this mean the School gets extra money for resources?

Answer:

It puts the child's educational needs into a legal framework; it means that the Local Authority is responsible of ensuring that those educational needs are met.

The funding can be very low and does not cover the costs of a Special Needs Assistant. This is a problematic issue; the money is quite difficult to make it stretch to meet the Need and it is all about safety as well.

This was explained in detail to Governors.

6.8 Pupil Premium Funding
At Edinburgh Primary School there are 67 pupils which equates to 36.4%. Nationally Pupil Premium is 24.6%.

6.9 The School has 60.3% EAL – Nationally it is 20.8%.

6.10 Attendance is slightly lower for pupils with SEN and pupils with an EHCP can contribute to lower attendance due to their medical needs. However, attendance is above the national average for these groups.

6.11 Attainment

The following information was highlighted to Governors:-

- Reception – 8% SEND – A good percentage had been predicted to achieve the GLD including the SEND pupils
- Year 1 – Phonics – 20% and 7% SEND Pupils were expected to achieve the Phonics Pass Rate. There are reasons why some pupils would not achieve the Expected Standards. Different pupils have strengths in certain areas. This was clarified in detail to Governors.
- Year 2 – 17% SEND 6% ARE or above – 11% below ARE
- Year 6 (2024) – 27% SEND 72% combined – 18% SEND achievement

There is a mixed picture but there were successes with the children that require additional help. There are reasons why children are on the SEND Register which means that they cannot make those National averages.

- 6.12 Ofsted Report relating to Edinburgh Primary School
The Ofsted Report was referred to which highlighted the following evidence:-
- Leaders were quick to identify the pupils' needs
 - Leaders were able to provide teachers with the information they needed
 - Pupils were accessing the Curriculum

It was noted that Ofsted were generally pleased with what was evidenced. Governors were informed that a great deal of Learning Walks do take place within the School informally. It has been often evidenced that pupils are within the classroom undertaking their learning and doing very well. The Headteacher shared that this inspection was upgraded and the next inspection would be graded and therefore much more in depth.

- 6.13 A Case Study of a child was shared with Governors who is now working very well with the required support within a successful School Environment.

- 6.14 Resources
Governors were advised that weekly meetings take place with Teaching Assistants across the school together with monitoring. Safeguarding is discussed together with specific areas of need for individual pupils.

- 6.15 A vocabulary Programme was referred to together with flash cards, etc.

- 6.16 External Agencies were referred to and their duties were explained to Governors for their information:-
- Educational Psychologist
 - Speech and Language Therapist
 - Mental Health Support Team
 - Local Authority Advisors
 - Flourish – this organisation undertakes Visual Impairment Work with the pupils.

General discussion took place amongst Governors.

- 6.17 The SENCO conducts Learning Walks on a weekly basis to ensure the pupils are accessing the Curriculum correctly. All EHCP pupils have their own Personal Review each year and recommendations relating to Reports are shared with Teaching Assistants and the relevant staff assigned to that pupil.
- 6.18 Pupil Voice comments were shared with Governors and generally the pupils' feedback showed evidence that they were happy within Edinburgh Primary School.

Question:

What are the biggest challenges facing the School?

Answer:

Every teacher is a teacher of SEND and the skill sets that teachers need to have now is huge so one of the things that Edinburgh Primary School are committed to is ensuring that the School provide the relevant Professional Development for all of the staff. This was clarified to all Governors for their information.

General discussion took place amongst Governors.

Question:

With regard to the recent Report published Is there anything that Governors can do to help the SEND situation within the School?

Answer:

The backlog has been cleared now. It is hoped that in Summer 2 everything would be on track. I think there has been a National Recruitment which had taken place. There has been a great deal of movement in the SEND Department at the Local Authority.

7. HEADTEACHER'S REPORT

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

7.2 The Mobility of pupils still remains a concern within the School. This was clarified in detail to Governors. The Pupil Numbers had decreased. The Reception Class had decreased to thirteen pupils. This concern would have to be monitored. The high mobility is not down to the School it derives from much wider implications. The School is being very proactive, as a team, as when anything changes. The structure of the Teaching Assistants had been reviewed and one Teaching Assistant would be used to support both Reception and Year 1 – this had been very positive and working very well.

Question:

Do we know the reasons behind the slight increase in Persistent Absence and what is being done to work with the families of Persistent Absent Children?

Answer:

The School had a number of 100 pupils who celebrated EID and that small percentage made a difference. There was nothing sinister to worry about. Normally the School is in a robust position with Persistent Absence. Next term this should improve.

7.3 It was noted that the Staff that attend the School do their very best for the pupils at Edinburgh Primary School. They work very hard and show a great commitment to the Pupils and the School.

7.4 Governors were advised that the School treat staff humanely and fairly and according to the School's Policy. Robust decisions are made accordingly.

Question:

I just wondered if there had been any further insight about when the next OFSTED visit would take place and how confident as you, as a Headteacher, are feeling about it? Is there anything that the Governors can do to support you?

Answer:

We are in the OFSTED window and they could call any day. We are strong in all areas and at least GOOD in every area. Behaviour and Safeguarding is outstanding at this School and is really very strong. Teaching and Learning is also very Good.

If we have an Inspection on Monday it would be quite a different Inspection and I need all Governors to realise that. The last one was an ungraded Inspection whereby one Inspector visited the School. The next Inspection would consist of two Inspectors and the Judgement would be Graded.

This was clarified in detail to Governors for their information.

The Inspectors would want to interview Governors and with all Governors at this Meeting tonight; I am pleased because I need that as the School is facing quite a lot of challenges. We are a Team and I need to feel like that as well. I think we have a lot of 'positives' to celebrate. We are an Inclusive School and pupils with SEND come to School and they want to learn. Our pupils are lovely. This was explained in detail to Governors.

7.5 OFSTED will talk to our children and our staff.

7.6 The School Development Plan will be re-written after the SAT's Tests where the staff and Governors would share ownership of this Document. This would consist of a One or Two Year Document. The SEF Document would also be re-written.

7.7 Governors provided the Key Documents to look at within her Report for their information. The items that were currently being worked on were:-

- Raising standards in English and Maths
- Raising standards across the Curriculum
- Focussing on SEND
- Working together as a Team

7.8 Tea Time, Breakfast and Enrichment Clubs

It was noted that the majority of pupils and families do not need to attend School Clubs mainly due to their cultures, flexible working and one parent at home after school. Tea Time and Breakfast Clubs are operating at a considerable financial loss and are currently unsustainable. This was clarified in detail to Governors and a discussion was had around closing of the clubs and an imminent staff restructure. It was suggested if there was not such a cost to the school, money could be used for an activity that every child would gain benefit from. Music, as an option, was discussed.

Question:

Would it be a possible option to share our resources with other Schools?

Answer:

We will signpost our parents to another activity. However, we need to be mindful that if we signpost pupils to other schools they may wish to be admitted to that School which would affect our School Roll. I am unsure whether this would work anyway.

General discussion took place amongst Governors.

Governors expressed their concern as to the Local Authority's intention with regard to the future of Edinburgh Primary School. The Local Authority said to the Headteacher that no strategic decisions have been made yet about the future of the School and that this was a complex task. Governors offered their assistance should it be required.

Thanks were conveyed to the Headteacher for her Report.

8. ANNUAL PUPIL PREMIUM REPORT

8.1 This had not been reviewed at the present time.

Agenda item

9. TEACHING AND LEARNING/STRATEGIC

9.1 Update on Self-Evaluation Form (SEF)

9.1.1 This was reported within the Headteacher's Report under Item 7.

9.2 School Development Plan Update

9.2.1 This was reported within the Headteacher's Report under Item 7.

9.3 To undertake Annual Strategy Review (NGA)

9.3.1 Not applicable.

9.4 Annual Review of Pupil Exclusions date (NGA)

9.4.1 Not applicable.

9.5 Annual Review of Pupil Attendance Data (NGA)

9.5.1 Not applicable.

9.6 Review overview of stakeholder feedback (such as pupil voice, staff survey results and parent feedback) NGA

9.6.1 This had been completed and it was noted that Staff were very happy working at Edinburgh Primary School.

9.7 Conduct Governing Board Self-Evaluation (NGA)

9.7.1 This had not been completed.

9.8 Feedback from Parental Survey

9.8.1 This had previously been reported and the School had received positive comments with no concerns noted.

10. OFSTED PREPARATION/ACTION PLAN PROGRESS

10.1 The Headteacher stated that the School was in a strong position and Governors were requested to make themselves available should they be required to be interviewed by the Ofsted Inspectors.

11. FINANCE

11.1 Revenue Outturn 2024/2025

11.1.1 The following Outturns were reported:-

Revenue: £459,807

Capital: £ 21,187 (Mostly earmarked for IT replacement Project)

The Governing Body ratified the outturn figures above for the Financial Year 2024/2025.

11.2 School Budget Share 2025

11.2.1 It was confirmed that this Report had been uploaded to the Local Authority on the 18 March 2025 and no queries had been received by the School to date.

11.3 School Budget 2025/2026

11.3.1 It was noted that the main part of the school's budget share was made up from the AWPU – hence the need to ensure the School Roll is full. Each pupil is worth £4168 to the School's Budget. Other additional funding was also reported to Governors

11.3.2 It was noted that the inflation percentages across the financial years were also present by the Local Authority who issue a list of assumptions for the School to factor into this Budget, for both finance and expenditure. This includes support staff and teachers pay rises, though this is an estimate of costs, it is hoped that this will be government funded.

- 11.3.3 The School continues to be categorised by the Local Authority as a School under monitoring because of the in-year deficit. The Local Authority will visit the School to see where they can help to reduce spending and save money. It is hoped that they may have some insight on the future of the School if the current trends continue.
- 11.3.4 The School has highlighted, for many years, that they have falling numbers which is the main reason for the deficit, a London trend that is set to continue. The School has reduced the year groups and costs with mix year teaching which has helped during the last year; however, the classes are still not full
- 11.3.5 It was confirmed that this Budget had been compiled with the knowledge it has, the Local Authority assumptions, the surplus carry forward and generated income which will support the School during this time along with careful monitoring.
- 11.3.6 Governors were in receipt of the consistent financial report (CFR) with the budgeted figures for 2025/2026; this showed the spends aligned with the DfE reporting codes.
- 11.3.7 The following was reported to Governors for their information:-

Detail:	25/26	26/27	27/28	28/29	29/30
Income Revenue Total	1,946,280	1,943,363	1,909,144	1,921,167	1,927,100
Expenditure Revenue Total	2,232,567	2,036,038	1,957,575	2,002,608	2,043,725
In Year Surplus (Deficit)	-286,287	92,675	- 48,431	-81,441	-116,625
Surplus (Deficit) brought forward	459,807	173,520	80,845	32,414	-49,027
Cumulative Surplus (Deficit) C/Fwd	173,520	80,845	32,414	-49,027	-165,652

The Governing Body ratified the 2025/2026 Budget. The Chair and the headteacher signed the CFR Report. It was confirmed that the 2025/2026 Budget would be sent to the Local Authority to meet the deadline of the 15 May 2025.

- 11.4 Agreement of SDP Funding Allocations
- 11.4.1 Governors were in receipt of the 2025/2026 Budget and this was noted.
- 11.5 Governor Services SLA for 2025/2026
- 11.5.1 The Governing Body agreed to continue with the Gold Level SLA.
ACTION: Governors Services to note
- 11.6 Appointment of the Clerk for the Governing Body
- 11.6.1 The Governing Body agreed to continue with the services from the Clerk at all Meetings.
ACTION: Governors Services to note
- 11.7 Financial Risk Register (standing item) (SFVS)
- 11.7.1 This document had been uploaded on GovernorHub for Governors to peruse.
ACTION: Governing Body to peruse the Financial Risk Register
- 11.8 School Fund Audit
- 11.8.1 It was noted that this item was not due until June 2025.
- 11.9 Business Continuity Plan
- 11.9.1 This Plan had been previously agreed at the Meeting held on the 29 February 2025.
- 11.10 Review of the Asset Register and Asset Disposals
- 11.10.1 Deferred.
Agenda item

- 11.11 Re-organisation of the Staff for Clubs including Breakfast Club
11.11.1 The Governing Body noted this situation as clarified by the School Business Manager.

12. CHAIR’S ACTION

- 12.1 This item was deferred.
Agenda item

13. MONITOR PROVISION FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (NGA)

- 13.1 This item was deferred.
Agenda item

14. GOVERNORS’ TRAINING

- 14.1 This item was deferred.
Agenda item

15. LINK GOVERNOR REPORTS INCLUDING SAFEGUARDING REPORT

- 15.1 This item was deferred.
Agenda item

16. DRAFT ANNUAL GOVERNANCE STATEMENT

- 16.1 This item was deferred.
Agenda item

17. THEMED AUDIT REPORT(S)

- 17.1 This item was deferred.
Agenda item

18. AUDIT OF THE SCHOOL’S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION

- 18.1 This item was deferred.
Agenda item

19. ANNUAL REVIEW OF CHAIR AND INDIVIDUAL GOVERNOR CONTRIBUTIONS (NGA)

- 19.1 This item was deferred.
Agenda item

20. POLICIES

- 20.1 AI Policy for Schools

20.1.1 Deferred Item

Agenda item

- 20.2 SEND Policy

20.2.1 Deferred Item

Agenda item

- 20.3 SEND Information Report

20.3.1 Deferred Item

Agenda item

- 20.4 Child Friendly Safeguarding Policy

20.4.1 Deferred Item

Agenda item

20.5	<u>Children with Health Needs that cannot Attend School</u>
20.5.1	Deferred Item Agenda item
20.6	<u>Computing Policy</u>
20.6.1	Deferred Item Agenda item
20.7	<u>Handwriting Policy</u>
20.7.1	Deferred Item Agenda item
20.8	<u>Marking and Feedback Policy</u>
20.8.1	Deferred Item Agenda item
20.9	<u>Maths Policy</u>
20.9.1	Deferred Item Agenda item
20.10	<u>EAL Policy</u>
20.10.1	Deferred Item Agenda item
20.11	<u>Educational Visits Policy</u>
20.11.1	Deferred Item Agenda item
20.12	<u>RSE Policy</u>
20.12.1	Deferred Item Agenda item
20.13	<u>Worship Policy</u>
20.13.1	Deferred Item Agenda item
20.14	<u>Mental Health and Wellbeing Policy</u>
20.14.1	Deferred Item Agenda item

21 DATE OF NEXT MEETING

21.1 Governing Body Meeting 8 July 2025 5pm at the School

21.2 Agenda Items:

- Review of the Asset Register
- Chair's Action
- Monitor Provision for Pupils with SEN and Disabilities
- Governors' Training
- Link Governor Reports including Safeguarding Report
- Draft Annual Governance Statement
- Themed Audit Report(s)
- Audit of the School's Website and Statutory Publication of Information
- Annual Review of Chair and Individual Governor Contributions
- Policies:
 - AI Policy for Schools
 - SEND Policy
 - SEND Information Report
 - Child Friendly Safeguarding Policy
 - Children with Health Needs that cannot attend School
 - Computing Policy
 - Handwriting Policy
 - Marking and Feedback Policy
 - Maths Policy

EAL Policy
Educational Visits Policy
RSE Policy
Worship Policy
Mental Health and Wellbeing Policy

22. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

22.1 It was noted that Waltham Forest Catering would cease their service as at 31 March 2026. An alternative Catering Company would have to be sought.

ACTION: School Business Manager

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 7.10pm

SIGNED: _____ (CHAIR)

DATE: _____