

DRAFT

FULL GOVERNING BODY MEETING – AUTUMN TERM 2025

MINUTES

Becontree Primary School	Stevens Road, Dagenham, Essex, RM8 2QR	Thursday 11 th December 2025 at 5.00 p.m.
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Present:

Mrs K Brissett	Co-opted Governor
Ms M Gaughran	Staff Governor
Ms H Hamid	Co-opted Governor
Councillor Mrs J Jones	Local Authority Governor
Mr R Puttnam	Co-opted Governor
Mrs M Ziane	Headteacher

Also Present:

Mrs P Thornton	Minute Taker (Strategic Business Lead)
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N.B. School Governing Body meetings require 50% of governors in post to be present to be quorate. For your meeting to take place 5 governors need to be in attendance. **Associate Members do not count towards the quorum.**

Not present:

ELAINE ALLEGRETTI, Director of People and Resilience
JANE HARGREAVES, Commissioning Director Education

PART 1

1. Welcome & apologies for absence

Absence	Reason
Hibaq Samatar	childcare – ACCEPTED
Amila Sarwar	unknown
Cori Louis	apologies received - ACCEPTED
Sana Iqbal	unknown

2. Notice of Any Other Business or request to change the order of the agenda

Under Any Other Business - 2 items added to Confidential agenda

3. Business Interests Declaration

To declare any new business interests arising from the agenda for the meeting.

No new declarations made.

4. Membership of the Governing Body

- Appointments – Cllr Jane Jones re-appointed as LA representative
- Resignations – Loren Feeley (Co-opted Governor)
- Vacancies – 2 co-opted governor roles
 - 1st vacancy - MZ proposed considering Mr S. Hack **MZ to invite him to the next QED meeting and ask him to provide a pen portrait**
 - 2nd vacancy – MZ is in discussion with a representative from Future Youth Zone. **MZ to pursue this on behalf of the FGB**

5. Minutes of previous meetings held on:

- Thursday 10th July 2025 (provided in advance)
Discussed, agreed and signed by HH
- Thursday 18th September 2025 (provided in advance)
Discussed, agreed and signed by HH

6. Matters arising from the minutes

- Standing Orders reflect hybrid model – updated and signed
- AS Pen Portrait to be provided – still awaited
- FGB Evaluation audit – see agenda item 12
- FGB training re holding leaders to account – see agenda item 12
- PSED Information – see agenda item 13
- Circulate Schedule of meetings for 2025/2026 (as calendar invites) - completed

- Review of clerking service (now using an in-house model) – under review each term
- Review of model of Governor visits and possible Governor visit day – see agenda item 12
- Governing Body appointments – see agenda item 4
- Terms of reference for QED Committee – completed and signed at QED meeting on 16/10/2025
- Terms of Reference for SFM Committee – completed and signed at SFM Committee on 13/11/2025
- Declaration of financial interests and other annually signed documents (for Governors unable to attend the meeting) – 2 Governors outstanding (but neither were present at this meeting)
- Connection of devices to unsecured Wifi – MZ to raise with IT support
- RHE to be added to regular safeguarding monitoring visits – actioned by DSL
- Explore web filtering with IT support – DSL attended training
- To make Artificial Intelligence an agenda item on all FGB and Committee meetings – completed (included as part of the Headteacher's report)
- Parent/carers meetings with Online Safety Lead regarding use of Artificial Intelligence - TBC
- Sports Premium Impact Statement – added to QED agenda
- Draft Governor Action Plan – second target to be agreed following self-evaluation exercise
- Governor posts of responsibility (for Governors unable to attend the meeting) – **To be shared with all Governors**
- All Governor posts of responsibility - completed at QED meeting on 16/10/2025 – attached again for clarity

7. Governor Action Log update

See agenda item 12

8. Headteacher's Report

- No significant change to number on roll. The Nursery has a small number of vacancies. Considering including Rising 3's to start January 2026. Pupil mobility is becoming a bigger consideration than in previous years.
- FSM and Ever 6 numbers have increased – due to a push on uptake by the Admin Team.
- Ethnicity & EAL – some changes in groups and hierarchy.
- Contextual information – **JJ said this is crucial when looking at wider issues. Key to renewed Ofsted Framework.**
- Attendance – EverCIN +6 – information did not move over to new Arbor MIS system. **KB suggested consulting with Adela Kay. MZ to advise CS.**
- Behaviour – MZ briefly explained the new behaviour strategy, most are low level incidents which are now recorded using the new system.
- SEMH – we have an increase in the number of children requiring additional support. Most are managing well in class but some are

presenting with higher behavioural needs. We are investigating and responding as necessary.

- Discrimination incidents – there were 8 overall this term. **MZ to report the detail at next QED meeting.**
- SEND needs – numbers continue to rise. We now have more EHCPs (up 4 more from 28 last year). Teachers are using quality first teaching strategies well with the range of needs in every class as well as the bespoke provisions we have set up in school.
- Attendance – we have noticed a significant number of children with the usual seasonal illnesses over the last few weeks. This has impacted on overall attendance.
- Staffing – some minor changes this academic year. Our maths lead is working out of class and working on catch-up strategies across the school, but primarily with EYFS/KS1. We have additional temporary LSA roles to support high needs. MDAs have fluctuated with resignations, retirements and new recruits across both the SEND and mainstream provision. Our new Reading Hub Assistant joined us this week. She works 1 hour per day and has already started opening the library for families. She will be running a reading club next term.
- Appraisals – all completed where required.
- Stakeholder engagement – children in Year 5 have completed a debate on School Uniform as part of an English topic. The presentations were very well organised and argued. MZ suggested that children consult with governors. JJ said that we would need to consult parents etc. if we were to consider any changes. HH said this is a great example of pupil agency and investing in their own futures. RP said that when the Travel Ambassadors presented to the SFM Committee, it was powerful to hear information directly from them. **Governors to consider inviting pupils to a future meeting or incorporate a meeting with them as part of a Governor day in school.**
- Parent teacher consultations – a good attendance overall.
- School website – options for future website style. MZ suggested researching with parents and stakeholders in the Spring term and switch in April 2026. **HH agreed that this sounded sensible and suggested to look closer at the next QED meeting.**
- Artificial Intelligence - **HH asked if AI is still being researched or are we trialling anything yet. We need to strongly consider any interactive AI.** MZ and MG both advised that we are not using this yet. **HH asked for reassurance that we are not entering any identifiable data. MZ to check and report back at each meeting.** HH asked if we are teaching AI awareness with the pupils? MG said that Year 6 are learning website development at the moment. This doesn't include AI but the curriculum could be adapted in the future.
- ARP compliance visit – report shared - graded as 99%. Dropped 1% due to external support, which is not in place.
- LBBD Quality Assurance visit – report shared - they fully agreed with our self-evaluation and our identified areas of strength and weakness.
- LBBD Annual review meeting – MZ and HH met with Jane Hargreaves and Jessica McQuaid. **HH said key variables within the school were**

discussed at length. MZ said we are always looking for the next initiative that we can work on to narrow gaps in attainment between school and national.

- School Improvement Partner – visited the school twice this term and undertook a learning exploration and will be working with expert teachers to develop a school guidance and support package. He will also be working in partnership with our Inclusion Advisor to ensure their work compliments one another in line with the School Improvement Plan.
- SHAPE pilot project – with an SEND focus; the project brings services for families into school. **JJ reported that they were very enthusiastic and interested in what Becontree Primary are already doing. HH said it is nice to hear that the school is being recognised for the same reasons that we have prioritised in our school vision.** MZ said it is nice to be asked but not all offers are appropriate for us and we have been selective.
- Safeguarding Landscape – discussed in detail.

9. Reports from Committees

QED Committee (16/10/2025)

- Terms of Reference for QED Committee signed
- Development of new Reading Hub – officially opened at our Centenary celebration
- Curriculum developments, including Early Reading and Personal Development
- Partnerships with parents/carers and Queen Mary University London
- Quality of Education Implementation (including curriculum planning and attendance)
- Level of LA consultation for ARP placements and High Needs support
- Strategy on Artificial Intelligence
- Pupil outcomes and school response to them
- Ofsted Reform information shared

SFM Committee (on 13/11/2025)

- Ratification of minutes of the meeting held on Thursday 16th June 2024 – agreed and signed COMPLETED
- Terms of Reference for SFM Committee signed
- The Travel Ambassadors presented to the committee – **RP recommended meeting the children – meeting and hearing from the children is empowering for Governors.**
- Site Management – floor in Reception class **RP mentioned the need to have the floor replaced.** MZ said we have reviewed the use of that room and only using it for direct teaching time. We are moving the class to the Sunshine Hall for the beginning of next term.
- H&S online training option for Governors – **JJ said the NGA online training was very useful. MG confirmed there is a suitable course on the NGA online training. Governors to login to NGA and complete this.**
- Artificial Intelligence – now added as a standard agenda item

- Web-filtering and monitoring – now a regular part of the DSL report
- Financial monitoring report – updated report (from 9/12/2025) provided with this agenda. MZ explained that we are not forecasting an underspend at the moment but expect to end the year without overspending. **RP asked if there has been any indication for next year?** MZ explained that we have not had the allocation information for 2026/2027 yet (usually arrives in February) but again we are concerned that about the prospect of setting a deficit budget. **MZ to update Governors at the next FGB meeting.**
- Financial spot-check monitoring by RP – completed on 17/11/2025

Pay Committee

Ratify minutes of meetings held in Spring term 2025 and Autumn term 2025 – agreed and signed COMPLETED

10. Director's Report to Governors

This term's report is prepared by BDSIP for the London Borough of Barking and Dagenham, and includes the following items:

For Action

1. Summary of Barking and Dagenham Schools' Results 2025 – Primary
PRESENTED TO QED COMMITTEE
2. Summary of Barking and Dagenham Schools' Results 2025 – Secondary
NOT APPLICABLE
3. Meeting the requirements of the updated DfE Statutory RSE and Health Education Guidance (2025) through Healthy Schools
ADDED TO SAFEGUARDING LINK GOVERNOR AGENDA
4. Careers and Destination Data Guidance for Schools (Secondary Schools)
NOT APPLICABLE

For Information

1. DfE Governance Updates 2025 NOTED
2. London Governors' Newsletter Autumn 2025 NOTED
3. BDSIP Service Offer 2025/26 NOTED

11. Training and Liaison Governors Report

MG said there are various governor experience from the NGA Skills Audit – see agenda item 12.

PT to create a Governor training overview to consolidate which training has been completed and share with MG to present at each meeting.

Members of the SFM Committee to consider completing Overseeing H&S training on the NGA online training. Other Governors were invited to complete if they felt the need to do this for their own development.

12. FGB Development

- Self -Evaluation (including NGA Skills Audit)
HH welcomed considering Mr Hack to join the FGB.
The FGB felt that leadership was strong. We employ the helpdesk from BDSIP as required, although we don't have access to it at every meeting. We are a diverse governing body, with a range of age, gender, ethnicity and cultures. Induction and onboarding is clear and ongoing. **HH said we need to consider developing collaboration.** Governors discussed the size of the FGB. **HH suggested the appointment of 2 new Governor members may increase attendance at meetings, as we need to consider that sometimes Governors have other commitments which are unavoidable.** Core functions were considered evident across all areas.
- Accountability – Governors were recently asked to complete training around asking challenging questions. MZ said she felt financial oversight was stronger than quality of education. **HH and RP agreed that financial oversight is strong here. Discussions at both the SFM and FGB meetings refer to and consider our on-going financial position, alongside other priorities.**
- Evaluation and impact – an area to increase moving forward, by sharing and reflecting on the role of the FGB at Becontree.
- Feedback and next steps from NGA training re holding leaders to account – discussed. **Some Governors still to complete NGA – Holding Leaders to Account training.**
- FGB Action Plan – **To be finalised in light of discussions from training.**
- Governing Body Policy and Visits Protocol – circulated previously. All governors have an area of responsibility but proposed to work more collaboratively with each other and key school staff. Lots of other schools run 'Governor in school' sessions. MZ shared a proposal (in the Governor Action Log), where all Governors come into school (termly) and work in groups to investigate and consider the school's 2 main priorities. **MZ to share possible dates via email and accept feedback.**
- New Ofsted Framework – training for governors, to be considered for Summer term. **HH suggested we have somebody external to speak with Governors at a future meeting. MZ to look for a suitable speaker and liaise with HH and present at summer term FGB.**

13. Policies for Review

The following policies were agreed and signed:

- Equalities and Accessibility Information/PSED Duty
- Anti-Bullying/Harmful and abusive behaviours
- Child Protection and Safeguarding (reviewed following FGB AGM)
- Relationships and Behaviour Strategy – being refined as year progresses
- Early Career Teacher
- EYFS
- Child on Child Abuse and Sexual Harassment
- SEND Offer
- Whistleblowing
- Online Safety
- Low Level Concerns
- LBBD Children with health needs who cannot attend school guidance
- Positive Handling
- Schools Leave of Absence

14. Any Other Business

2 items added to confidential agenda items.

15. Dates of future meetings

QED Committee – Thursday 22nd January 2026

Site and Financial Management Committee – Thursday 5th March 2026

Full Governing Body – Thursday 19th March 2026

I confirm the minutes are an accurate record of the meeting.

Signed: _____
Chair of Governors

Date: _____