

Reference:	
Email:	office@becontreeprimaryschool.com
Date:	18 September 2025

FULL GOVERNING BODY MEETING – ANNUAL BUSINESS MEETING 2025

MINUTES

Becontree Primary School	Stevens Road, Dagenham, Essex, RM8 2QR	Wednesday 18 th September 2025 at 5:00pm
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Present:

Mrs K Brissett	Co-opted Governor
Ms M Gaughran	Staff Governor
Ms H Hamid	Co-opted Governor / Chair of Governors
Councillor Mrs J Jones	Local Authority Governor (arrived at 5.30p)
Mr R Puttnam	Co-opted Governor
Mrs S Iqbal	Parent Governor
Ms H Samatar	Parent Governor

Also Present:

Mrs M Ziane	Headteacher
Mrs C Stock	Deputy Headteacher
Mrs L Stonier	Deputy Headteacher
Mrs P Thornton	Strategic Business Lead (minutes)

N.B School Governing Body meetings require 50% of governors in post to be present to be quorate. For your meeting to take place 6 governors need to be in attendance. **Associate Members do not count towards the quorum.**

Director's Representative:

Director of People and Resilience	Elaine Allegretti
Commissioning Director Education	Jane Hargreaves
Clerk:	Paula Thornton

1	APOLOGIES FOR ABSENCE									
	<table><tr><th>Governor</th><th>Reason</th></tr><tr><td>Mrs A Sarwar</td><td>Unwell</td></tr><tr><td>Ms C Louis</td><td>On Maternity Leave</td></tr><tr><td>Ms L Feeley</td><td>None received</td></tr></table>	Governor	Reason	Mrs A Sarwar	Unwell	Ms C Louis	On Maternity Leave	Ms L Feeley	None received	
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	Apologies for absence were received from, and consented for the above-named individuals. The Headteacher suggested that she contact one Governor to discuss her low attendance. This was agreed by all governors. The Chair welcomed everyone to the meeting.									
2	NOTICE OF ANY OTHER BUSINESS OR CHANGE IN ORDER OF AGENDA									
	Clerking arrangements for 2025-26 Mrs Thornton left the meeting temporarily. The Headteacher advised that the clerking service had been sporadic last academic year and is quite expensive. She proposed that we move towards an in-house model. It was agreed that Mrs Paula Thornton (SBL) will take minutes at all meetings. It was also agreed for Mrs Thornton to take Time-off in Lieu of the meeting and minute writing commitments. Action: Governors to review each term. Mrs Thornton rejoined the meeting and continued to minute the meeting.									
3	DECLARATION OF INTERESTS									
	The Chair asked all Governors to declare any business interests again for academic year 2025/2026: No changes declared other than: Ms Hamid declared that she no longer works for the Barking and Dagenham School Improvement Partnership (BDSIP). However, she now has a nephew attending the school.									
4	ANNUAL GOVERNANCE REVIEW 2024-2025									
4.1	To note and confirm Instrument of Government - APPROVED									
4.2	Review of Governance Action Plan for 2024-25 This was presented by the Headteacher and discussed in detail - APPROVED The Headteacher presented a visual document related to stakeholder									

	engagement. <i>HH commented that this was easy to read and well-presented.</i>
4.3	Celebration of Governance New parent governors have been inducted and are already making a contribution to the team. Safeguarding continues to be reviewed regularly by KB. Health & Safety is monitored on site regularly by RP. Governor contributions at meetings are good. Governors had been more visible at school events including parent events and our Becontree's Got Talent show. Action: It was agreed that the Chair and Headteacher would meet to consider a model for governor visits to school to ensure consistency and a greater focus on challenge.
4.4	FGB Self Evaluation (NGA) <i>HH asked if this differs to the Governor Skills Audit?</i> MZ confirmed that it provided an overview of effectiveness, rather than an individual evaluation. <i>HH said that is good to evidence on the reflection of the Governing Body.</i> MG asked if it is a question and answer form? MZ said that it is 20 areas that are then RAG rated. Action: Governors to complete the self-evaluation in the Governor AGM pack and will review at the Autumn term FGB, when they will RAG rate themselves as a group. This will be used to inform the 2025/2026 Governor Action Plan.
5	MEMBERSHIP OF GOVERNING BODY Governors are asked to:
5.1	Consider appointments to fill current vacancies Consider 1 vacancy for a co-opted Governor. Governors considered the skills set that they may require. Action: Defer until the Autumn FGB meeting and when the self-evaluation has been completed.
5.2	Confirm contact details (email address, telephone number as held by LBBD) This was circulated and amended as necessary.
5.3	Review and agree the Code of Conduct and Standing Orders (no longer essential) The Code of Conduct was discussed and APPROVED. Standing Orders were discussed with an amendment to adopt hybrid meetings (if some governors are unable to be on site). APPROVED Action: To sign at the Autumn FGB
5.4	Skills Audit: all governors to update These were circulated and MG asked if these could be completed and returned as soon as possible. Governors present, completed this within the meeting. Action: MG to send out to Governors who were unable to attend.
5.5	Pen portraits for website All governors were asked to submit an amended pen portrait if they wished. HS and RP were all asked to provide a pen portrait. Action: To ask AS to provide a pen portrait

6	ELECTION OF CHAIR AND VICE CHAIR
6.1	Elections: Following nominations and voting: HH was duly elected as Chair RP was duly elected as Vice-chair
7	COMMITTEES
	To review the Terms of Reference:
7.1	Quality of Education Committee Action: All Governors agreed to review and sign the Terms of Reference for the Quality of Education Committee at the next Quality of Education Committee meeting. The Headteacher reminded Governors that all Governors are members of this committee because it is the main purpose of Becontree Primary School.
7.2	Site & Financial Management Committee Action: All Governors agreed to review and sign the Terms of Reference for the Site and Financial Management Committee at the next Site and Financial Management Committee meeting. The following Governors agreed to be members of this committee: • Mr R Puttnam • Mrs S Iqbal • Mrs H Samatar
7.3	Staffing Committee, Pay Committee, Headteacher Appraisal The Headteacher informed Governors that the Governing Body are required to have a staffing committee. She explained that this usually includes the Chair. She also noted that the committee must meet at least annually and also meets as and when required, e.g. if there were to be a restructure this committee may be involved. Both HH and RP agreed to be members of the Staffing Committee. She turned their attention to the Pay Committee, stating that this usually takes place at the end of the Quality of Education Committee. The Headteacher's Appraisal Committee is an annual meeting to appraise the Headteacher. Governors appoint an external advisor to be present. Both HH and RP agreed to be members of this Committee. Governors were informed that Richard Hunter had been appointed as external advisor. All Governors agreed the Terms of Reference for Staffing Committee, Pay Committee and Headteacher Appraisal. These were approved and signed To note the following delegated powers to each of the above committees

	All Governors noted delegated powers to each of the above committees as detailed in the Terms of Reference. To note the voting rights for Associate Members The Headteacher informed Governors that we do not currently have any associate members but the standing orders outline that associate members have no voting rights. All Governors noted the voting rights for Associate Members.
8	ANNUAL DECLARATION OF INTEREST
	Governors are requested to sign annually the following declarations:
8.1	Declaration of Financial Interests All Governors present signed the Declaration of Financial Interests. Action: PT to send out to Governors who were unable to attend
8.2	Keeping Children Safe in Education September 2025 All Governors present signed the Keeping Children Safe in Education (KCSIE) September 2025 version. Action: PT to send out to Governors who were unable to attend
8.3	GDPR, including Privacy Notice for Governors All Governors-present signed the GDPR, including Privacy Notice for Governors. Action: PT to send out to Governors who were unable to attend
8.4	Whistle-blowing Policy All Governors present, signed the Whistle-blowing Policy agreement. Action: PT to send out to Governors who were unable to attend
8.5	Guidance for Safer Working Practice for Adults who work with Children All Governors present, signed the Guidance for Safer Working Practice for Adults who work with Children. Action: PT to send out to Governors who were unable to attend
8.6	Health and Safety Policy All Governors present, signed the Health and Safety agreement. Action: PT to send out to Governors who were unable to attend
8.7	Staff Acceptable Use Policy, including photo permissions All Governors present, signed the Staff Acceptable Use Policy, including photo permissions. Action: PT to send out to Governors who were unable to attend
8.8	Bring your own device to school Governors discussed the security of accessing school systems using public Wifi systems. Action: MZ to ask advice from Elementary ICT.

	This is a new agreement, following advice from our DPO. All Governors present, signed the Bring your own device to school agreement. Action: PT to send out to Governors who were unable to attend
9	POLICIES Vision and Values The Headteacher informed Governors that there were no changes to note to the vision and values. APPROVED. Staff Code of Conduct The Headteacher explained that this was circulated prior to the meeting. This was shared with all staff at the whole school INSET day in September. The various changes had been highlighted in green and these were discussed in detail. This document was APPROVED. Appraisal The Headteacher discussed this with Governors; including this year's school priority on adaptive teaching approaches, which relates to our School Improvement Plan for 2025/2026. This policy was APPROVED. Attendance and Punctuality Governors were informed by the Deputy Headteacher that the Attendance and Punctuality Policy had been updated in light of new DfE guidance last year. CS explained that the changes to fines issued to parents has had little impact on the number of children taking holidays in term-time. A newsletter is sent to parents and carers, termly, outlining key updates and concerns. This policy was APPROVED. Safeguarding and Child Protection CS made Governors aware that the Safeguarding and Child Protection policy has been updated in light of the KCSIE 2025. Governors discussed the various Relationship Health Education changes. Action: KB to add the RHE to her regular monitoring visits HH asked if AI sites, such as ChatGPT, have been blocked in school? CS confirmed that it for children but not for staff and that she also has additional training due later this term, regarding monitoring and filtering. Action: MZ to explore filtering further with Elementary ICT HH suggested we organise whole school parent/carers meetings regarding access to AI outside of school. Action: To explore Artificial Intelligence specific parent/carers meetings with our Online Safety Lead HS said that she attended a very good Year 1 parent meeting, which explained some of the risks of children accessing unsuitable content. Action: To make Artificial Intelligence an agenda item on all FGB and Committee meetings

	The policy was APPROVED. Governor Allowances The Headteacher explained that no changes had been made to this policy. The policy was APPROVED. Complaints Procedure MZ advised that there were no changes to this policy. The policy was APPROVED. Managing Serial and Unreasonable Complaints MZ advised that there is an alternative policy available from HR with more detail. This is not a particular concern at Becontree. It was decided to continue with the current policy. The policy was APPROVED, Public Sector Equality Duty This is undergoing review by CS/MZ. Action: Submit for review to the Autumn FGB meeting. Sports Premium Statement Impact Statement The Headteacher provided Governors with the Sports Premium Impact Statement. It was stated that this is required as an evaluation of how the school spent the funds and the impact it had. This will be discussed in more detail at QED Committee meeting. ACTION: To add to the agenda of the QED meeting. Governors approved the above policies and the Chair signed them at the end of the meeting.
10	STRATEGIC PLANNING: - Headline data for 2024/2025 and contextual information - 3-year strategic plan and priorities for 2025/2026 - Draft Governor Action Plan 2025/2026 - NGA training: focus for this year Headline data for 2024/2025 The Head informed Governors that: Early Years Foundation Stage (EYFS) results - the school achieved 58% (72% excluding a large number of high and complex SEND pupils in this cohort), local is 67% and National is 68%. It was noted that there are 25% of children in this cohort with SEND needs. CS said that they have transitioned with the same teachers into Year 1 and we have noticed that children have settled quickly this year. Year 1 Phonics results – the school achieved 80%, which is in line with national. Year 4 Times Table check – the school achieved 81%, this shows an increase

year-on-year but we are still waiting for National data to be released.

Key Stage 2 attainment – a combined result of 53% was achieved. Our expected level for both reading and writing was 7% below national and maths was 9% below national. Attainment at higher level is strong and has improved, especially in reading. **HH asked about exam preparation sessions? MG said that these take place across the whole year and also run at times during lunchtime.** LS said that we prepare children for tests in all year groups, so that this is not just targeted to Year 6.

3-year strategic plan and priorities for 2025/2026

Governors' attention was turned to the School Improvement Plan (SIP). The Head explained that the document included the following:

- a 3-year plan, produced for and by the Senior Leadership Team (SLT) and governors. This includes areas for development, areas to be sustained from the previous year and exploration/research being carried out in preparation for next year.
- Strategic goals for this year with reasons for the focus on these areas and the approach to be taken.
- Key actions to be taken and when.

Governors were made aware that there is an inclusion theme across each academic year.

MZ shared the Tier 1 priorities, which are

- A) emotional regulation, readiness for learning and behaviour management systems and practices (Inclusion Pledge: 3,4,5 and 6)
- B) adaptive teaching approaches: universal and targeted, including phase 3 of maths mastery, inclusion by design: IT, environment, furniture) across the curriculum

The Business plan supports the school in providing a positive, safe and secure learning environment across the school building and site.

SI asked about temperature in classrooms? The Head explained that we have prioritised air conditioning in the classrooms in the Year 4, 5 and 6 corridors to date. These rooms are impacted most by direct sunlight throughout the day. We have also started to trial portable air conditioning units but results have been mixed, due to access to power points and the size of rooms. We will continue to review this.

The SIP has been developed to include a relational approach to behaviour management. CS explained that we have new learning behaviour expectations and system in school, with class recognition boards to celebrate achievements. These have been shared with the children, staff and parent/carers. We have introduced an Over and Above Award, which celebrates WOW moments across the whole school. There is still a consequence part of the system with a tiered approach. We are also sending home positive notes, so parents can share in their child's achievements.

	All Governors approved the strategic plan priorities and look forward to receiving further detail at the QED Committee meeting. Draft Governor Action Plan 2025/2026 The Headteacher informed Governors that the current staffing model is funded for this year but we need to ensure that it is financially sustainable. This will form the first part of the 2025/2026 Governor Action Plan. ACTION: It was agreed that a second target would be agreed at the next meeting in response to the self-evaluation exercise. NGA training feedback: stakeholder engagement The Headteacher informed Governors that this will be put on the Quality of Education agenda for Governors to discuss then. <i>MG logged into NGA Learning Link and demonstrated how this can be used.</i> ACTION: All governors to complete Holding to Account: how to question and challenge online training before the Autumn FGB meeting.
11	STAFFING STRUCTURE UPDATE
	Accountability Structure Leadership and Management Responsibilities Teaching Arrangements The above were provided for information.
12	GOVERNOR APPOINTMENT TO POSTS OF RESPONSIBILITY AND COMMITTEE MEMBERSHIP
	Governors reviewed the 2024/2025 overview of governor responsibilities and noted some possible changes to roles and responsibilities to link to the school improvement plan and school focus areas. Discussions took place regarding possible roles and responsibility changes for 2025/2026. The following were proposed and will be discussed further at the next QED Committee meeting before being finalised. • Mrs Brissett volunteered to continue with the safeguarding role • Mr Puttnam volunteered to continue with his role as Health & Safety role • Governor training and liaison, the Headteacher does the induction and Ms Gaughran training • Ms Samatar volunteered for behaviour and learning • Mrs Iqbal volunteered for whole school engagement • Councillor Mrs J Jones volunteered to be part of the Inclusion Team, including EAL Action: To contact the following Governors and ask if they wish to continue with the responsibilities from 2024/2025: • Ms Feeley to consider a nomination as the Staff and Pupil Mental Health and Wellbeing Governor • Mrs Sarwar to consider a nomination to be part of the Inclusion Team,

	including EAL • Ms Louis to consider a nomination to be the governor for Parent and Community Partnerships ACTION: all roles to be finalised at QED Committee meeting. The Head suggested governors consider a Governor Visit day, to enable all Governors to come into school. SI suggested that we offer 2 half-days. Action: The Chair and Headteacher to meet and map out a possible plan to be considered at the Autumn FGB plan, with a view to implement this in the Spring term.
13	GOVERNOR ACTION LOG FOR AUTUMN 2025
	The Headteacher informed Governors that she will update the Governor Action Log for Autumn 2025 and recirculate it so that governors have a clear view of key tasks to be completed.
14	DATES
14.1	School term dates 2025-2026 & 2026-2027 The Chair informed Governors that the Headteacher has already sent out the term dates for academic year 2025/2026. All Governors approved the school term dates for academic year 2026/2027. All term dates have been shared with staff and parent/carers and are on the school website.
14.2	Schedule of Governor meetings 2025-2026 The Headteacher asked if Governors would like to change Governor meeting dates and times. All Governors approved the revised Governor meeting dates. ACTION: HT to circulate updated schedule to all governors and preferably also as calendar invites.
15	ANY OTHER BUSINESS The school is celebrating it's Centenary on Friday 26th September 2025. All governors are very welcome to join the whole school community.

The meeting ended at 7.30pm

Confidential items:

None