

SPRING TERM 2025

Minutes of the FGB Meeting held on Thursday 27th March 2025

Members:	Mrs T Beckett	Co-opted Governor
	Mrs K Brissett	Co-opted Governor
	Ms M Gaughran	Staff Governor
	Ms H Hamid	Co-opted Governor (Chair)
	Councillor Mrs J Jones	Local Authority Governor
	Ms C Louis	Co-opted Governor
	Mr R Puttnam	Co-opted Governor
	Mrs S Iqbal	Parent Governor
	Ms L Feeley	Co-opted Governor
	Mrs H Samatar	Parent Governor
	Ms Amila Sarwar	Co-opted Governor
	Mrs M Ziane	Headteacher

Also Present:	Mrs P Thornton	Clerk (Cover)
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	The meeting started at 5.30 p.m.	Action
1	Welcome and Apologies for Absence The Chair welcomed everyone to the meeting. Apologies were received and accepted from: Jane Jones – Council business Karen Brissett – work commitment Cori Louis – maternity leave Loren Feeley – work commitment Amila Sarwar - Paula Thornton (SBL) will take the minutes as there was no clerk available.	
2	Notification of Any Other Business It was agreed to move item 8.2 forward in the agenda and discuss this before item 7.	Agenda amended

3	Declarations of Business/Conflicts of Interests The Headteacher informed the meeting that she was now a Governor at another local Primary School. Paula Thornton declared that she is also a Governor at a local Primary School.	
4	Membership of the Governing Body Resignations The Headteacher informed governors of the formal resignation of Charlotte Tizzard. This had been discussed in the last meeting and is now official. Governors asked MZ to thank Mrs Tizzard for all of her hard work and commitment on behalf of governors. Change of role Governors acknowledged that Loren Feeley has now moved from a parent governor to a co-opted governor role. Vacancies An election for the 2 parent governor vacancies took place earlier this term. The following were elected: • Hibaq Samatar • Sana Iqbal The Chair welcomed both new governors to their first meeting and Hibaq and Sana introduced themselves. Initial induction activity had taken place, led by MZ and arrangements were in place for entry fob and email access. New governors were asked to confirm their contact details for the LA.	MZ to arrange a thank you email and gift for Mrs Tizzard.
5.1	Minutes of the Previous Meeting The minutes of the meeting held on Thursday 12th December 2024 were agreed as a true record. A copy was signed by the Chair and a copy would be placed on the school's records.	PT to ensure that the signed copy is placed on file
5.2	Matters Arising All matters arising had been completed except the following: • Inclusion Governor to discuss school support at next link governor visit. • NGA training to be added to QED agenda. Lettings charges were reviewed for 25/26 and agreed by Chairs Action.	MZ to email AS MZ to add to QED agenda

6	Governor Action Log and Action Plan review Action Log The Headteacher shared the overview and provided an update of the actions from the Spring Term and focused visits for the Summer Term were discussed and agreed. Action Plan The Headteacher provided an update linked to the priorities in the action plan. Actions were on track.	
8.2	Finance a) Schools Financial Value Standard - Governors agreed and signed. They also agreed and signed the minutes of the Site & Financial Management Committee on Thursday 7Th November 2024. b) Budget monitoring 2024/2025 • Overall predicting (at end of P11) £167,701 underspend. • Increase in high needs funding received, Mayor's FSM increased, savings in energy. • £27K (additional high needs funding for pupil in ARP) and £30K (expected high needs funding for EYFS pupils) expected to come in 2025/2026. HH said the school had clearly worked hard to make the finances work for the school. Becontree Primary was in a minority of schools in the LA, in predicting a carry forward. She could testify to personally having conversations in other schools about deficit budgets. c) Draft budget for 2025/2026 - changes from last year: • NI grant (£57K) • £4K increase in Pupil Premium grant • £16K one staff member opted out of the pension scheme The High Needs funding (£206K last year) is still not confirmed. MZ said that to set a balanced budget, we have removed some temporary roles, the Centenary budget, SALT & BDSIP updated services, as these could be funded from the underspend, if necessary. HH asked if it was still LA advice to budget for same high needs top up again in 2025/2026 (£206K)? MZ said yes but	PT to send SFVS to LA MZ to circulate budget update

	e) Annual Health & Safety report to Governors This used to be written by the teacher with H&S responsibility but this role no longer exists. Defer decision to SFM Committee meeting in the Summer term about responsibility moving forward. f) Frequency of items for SFM Committee Defer to Summer term meeting g) Lettings review – see Chair’s Action • Childville 15% increase • Zumba classes – flat session fee agreed as £25.00 • Tawhid – continue with current charges for another year as new letting HS asked if it would better for the school to run it’s own after-school and breakfast clubs? MZ explained that there are quite a few reasons; such as staffing, cover, meals. SI said Childville is quite expensive compared to other local providers. HS agreed.	MZ to add to SFM agenda. MZ to explore option of a school-run provision
7	Headteacher’s Report The report had been shared prior to the meeting and the Headteacher highlighted the following key points • PSA role – extra work with families re: debt, rent and housing • Ethnicity – some changes but spread quite evenly across several ethnic groups • Nursery admissions – SI asked if we offer full-time places, as this information is not clear on the school website? HS asked if this is 30-hour funding? MZ explained that these are the same and are not currently offered, as the uptake was too low this year. • Attendance data – currently 94%. Many requests for holidays during term time is leading to children becoming PA. Some families are receiving fines and some are heading towards court proceedings. • Behaviour – we have 3 children with SEMH needs who are being supported through Thrive/EPP funding. This is monitored by the Inclusion Governor at her link governor visit. • Discrimination incidents – a couple of incidents in one year group (regarding the inappropriate use of Homophobic language). Actions have been taken in response by adding lesson to the curriculum for Year 3.	MZ to explore website to ensure information about vacancies is clear and visible. MZ to circulate attendance data

	- SEND (School Support) data is 18% but a further 32 children (7%) are being monitored. - Safeguarding – all support in place as relevant to need. This is checked termly by Safeguarding Link Governor. <i>HH left the meeting and RP took the Chair</i> - Staffing – decrease in staff due to 2 staff leaving this term. Both posts are being covered internally. We are looking at vacancies ready for the new financial year. We have recruited some new casual MDA staff for cover. - Appraisal – staff are working on targets and the mid-year review is due soon. - Parents evening attendance – new arrangements were in place which went very well. Attendance was high and parents followed up with a call where they did not attend. - Parent workshops – new model of including children, is working much better and has increased attendance significantly. - Parental engagement – new family numeracy course due to start soon for targeted Year 2 children. Writing workshops scheduled for next term. - Complaints/concerns – none to report. School Improvement Plan – update to be provided at the next QED meeting. We are appealing the High Needs Top-up funding mentioned in item 8.2. Some children were not allocated funding and we feel that they meet criteria and have requested that the decision is re-visited. PACE – this collaboration continues. Events – MZ shared the upcoming whole school events. SI asked if Governors were able to attend? MZ said the school welcomes this. It would be useful if Governors could feedback and perhaps share a short report.	MZ to send out IQM report
8.	Reports from Committees	
8.1	QED Committee All governors are members of this committee. Key points to note from the last meeting: Computing Lead is exploring the use of Artificial Intelligence across the school.	

8.2	- Autumn term assessment data was shared with key actions identified to address any gaps/priority areas in specific year groups. SFM Committee See discussion notes above.	
9	Safeguarding Report This was circulated to all governors for information and is discussed in detail by the safeguarding link governor	
10	Annual Report on Religious Education in Schools Previously circulated for information. This has been submitted to the LA as per their request.	
11	Director's Report to Governors The key messages were shared and explained for new Governors. One item re suspensions and exclusions is relevant.	AS to cover recommendations at next link visit
12	Training and Liaison Governors Report The Training and Liaison Governor explained for new governors that she will add their information to the NGA website, which we use for courses and updates. All Governors complete an annual skills audit in September. Governor courses available locally are also distributed to every governor by BDSIP.	MG to add new governors to NGA website
13	Health & Safety Governor's Annual Report Deferred to next SFM Committee in June 2025.	MZ to add to SFM Agenda
14	Governor Visit Reports TB – met with the maths lead on 15th March. Met 2 other teachers regarding INSET sessions on differentiated work sheets. Report was circulated with papers for the meeting. HS & SI - attended an induction session with MZ RP – attended a H&S monitoring visit with PT KB – attending a safeguarding visit with CS	

15	Chair's Report/Action Please see above.	
12	Policies for Review • Allergy & Anaphylaxis • Asbestos Management • Asthma • Asthma Friendly School • Bodily Fluids • Critical Incidents • Fire Safety Management • Security • Visitors • Time Off in Lieu • Business Continuity Plan • Best value • Charging & Remissions • Financial Management Standards & Guidance Manual • Gifts & Hospitality • RHE • Staff Well-being • Positive Handling • Sensory All policies were approved as presented and signed by the Chair.	
17	Dates of Future Meetings • Extraordinary Finance Committee – 1/5/2025 @ 5.00 p.m. (all governors) • Quality Education Committee – 1/5/2025 @ 5.30 p.m. (all governors) • Site & Financial Management Committee – 12/6/2025 @ 5.00 p.m. • Full Governing Body Meeting – 10/7/2025 @ 5.00 p.m. (all governors)	
18	Any other business School Streets We have been informed of a possible expansion to the School Street following complaints by local residents concerning illegal parking. We will be consulted formally.	MZ to bring issue to FGB when formally consulted

