



For a better future

SCHOOL GOVERNING COMMITTEE MEETING
on Wednesday 19th November 2025 at 7pm [via Teams](#)

		18 Sep 2025
Governor	Governor Type	
Romeena Ahmed	Co-opted governor	Y
Jo Ball (HT)	Headteacher	Y
Michael Dobner (Chair)	Co-opted governor	Y
Emma Lad (Clerk)	Clerk	Y
Sinead Parmar	Parent governor	Apologies
Ricki Rajah	Co-opted governor	Y
Safina Shan	Staff (Support) Governor	Y

Governor (G) challenge is highlighted in yellow *Governor actions are highlighted in italics*

Please see Appendix A: Discussion from Governor Hub ahead of the meeting

Meeting started 7pm

KEY:	Approval	Information	For feedback/questions	Action
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No	ITEM	Action
1.	Welcome, apologies and consent	
2.	Notification of any other business (Chair, HT and Clerk to be informed 48 hours before the meeting)	
3.	Conflict of interest with agenda items to be declared	
4.	Phonics presentation – Mrs Whalton	
5.	Minutes of the last meeting for approval and matters arising Minutes to be signed via Governor Hub	
6.	Communication from the Trust <ul style="list-style-type: none"> Trustees' minutes 	
7.	Chairs update 7.15pm	



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	<ul style="list-style-type: none"> a) Governors' recruitment and induction b) Governor effectiveness, confirmations and training - to be completed by all governors 							
8.	<p>Finance report – sent via Governor Hub</p> <ul style="list-style-type: none"> a) Overview of the approved budget 							
9.	<p>Headteacher report</p> <ul style="list-style-type: none"> a) Safeguarding <ul style="list-style-type: none"> i. Termly report completed by the HT and safeguarding governor. ii. Any Safeguarding issues to discuss. b) Health and safety <ul style="list-style-type: none"> i. Any H&S issues to discuss – slide from central team to be presented. c) Premises <ul style="list-style-type: none"> i. Update of Condition Improvement Fund (CIF) projects d) Pupil numbers. Actual v budget e) Children's attendance f) Suspension/ exclusions g) Behaviour monitoring h) HIP visit feedback and progress against actions. i) Equality, Diversity and Inclusion j) Pastoral report – comparison report across the schools k) Staff attendance 							
10.	<p>Stakeholder engagement</p>							
11.	<p>Policy tracker review and policies due</p> <ul style="list-style-type: none"> a) Trust policies approved – refer to Every b) School policies – refer to Every <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Behaviour Policy</td> <td style="background-color: #FFD700;">October 2027 – upload to Every</td> </tr> <tr> <td>Business Continuity Plan</td> <td style="background-color: #FF0000;">September 2025</td> </tr> <tr> <td>Collective Act of Worship Policy</td> <td style="background-color: #FFD700;">February 2031 – upload to Every</td> </tr> </table>	Behaviour Policy	October 2027 – upload to Every	Business Continuity Plan	September 2025	Collective Act of Worship Policy	February 2031 – upload to Every	
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	Equality Statement including accessibility plan	December 2028 – upload to Every	
	Health and Safety (Local) Policy	November 2025	
	Home Learning Policy	January 2027	
	Home School agreement	March 2026	
	Marking, Feedback and Presentation Policy	November 2025 – upload to Every	
12.	Risk register		
13.	Training <ul style="list-style-type: none"> • Governor training booked /to be booked/ completed with National College • New governor training • Ideas/requests for future sessions 		
14.	Governor monitoring reports		
15.	Clerks update <ul style="list-style-type: none"> • Newsletters 		
16.	Any other business		
17.	Future Dates (See supporting documentation)		
18.	Items to be sent to CEO, Chair of Trustees and Trust Governance professional by the clerk		



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4. Matters arising from 18.09.25

	Action	Person Responsible
8	Send reminders to complete confirmations on Governor Hub (annual declarations including Register of business interests, KCSIE confirmation, Online safety policy, Code of conduct, Whistleblowing policy, Child protection policy)	Clerk / All Governors – item 7b
9	Run elections for parent and staff governor positions as soon as possible so new governors can join the November meeting	HT – item 7a
9	Complete Governor effectiveness review via Governor Hub	All Govs – item 7b
10	Send overview of approved budget via Governor Hub	HT – item 8
11	Take to the trust to ask for Young carers to form part of the safeguarding reports	Clerk (Trust) – see below
11	Make Trustees aware of the Super Kind kite mark award from Mode Shift	Clerk (Trust) – see below
11	Send updated staff attendance figures via Governor Hub	HT – completed
13	Send policies to the clerk to be uploaded to Every. Review Business continuity plan and H&S policy at next meeting	HT / Clerk – item 11



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	Action	Person Responsible
15	Complete National College training (Safeguarding update, cybersecurity, Prevent training if not completed in last 4 years) by 1st November	All Govs – item 7b
16	Arrange monitoring visits before November meeting	All Govs – item 14

Items to be raised with Trust responses:

Take to the trust to ask for Young carers to form part of the safeguarding reports - the school now has three young carers and the governors discussed whether this should be a group they are monitoring. I suggested it may be easiest through the safeguarding report but feel free to say if it should be somewhere else. I don't know if the other three schools have registered young carers.

Response from the Education Committee/ CEO: The HT's have reviewed and the AHT's in each of the schools are ensuring the schools have identified all children who are young carers. This group will also be added to the safeguarding report.

Make Trustees aware of the Super Kind kite mark award from Mode Shift - This was just to let you know the school has another pastoral kite mark!

Response from the Education Committee: Trustees congratulated the school on the award.

11.	Policy tracker 2024/25	
Behaviour Policy		October 2027 – upload to Every
Business Continuity Plan		September 2025



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Collective Act of Worship Policy	February 2031 – upload to Every
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17. 2025/26 dates: All meetings will take place at 7pm unless stated

Date	Start	Meeting	Location
Wed 4 Feb 2026	19:00	Laurence Haines School Governing Committee	online
Wed 1 Jul 2026	09:00	Laurence Haines School Governing Committee	school