



GLEBE PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting
Glebe Primary School, Sussex Road, Ickenham
3rd October 2024 – 18:30pm**

Mr J Buckingham (Chair)
Mrs P Swindells (Vice Chair)

Mrs M Penney (ex-officio)
Miss J Brown
Mrs J Campbell *
Mrs R Collins
Ms L Dwyer
Miss J Griffiths
Mr L Vandorpe
Mr T Sheldon

Mr P Niznik
Mrs S Rai *
Mr R Purewal *
Miss H Imane
Mr R Shah +
Mr S Youens
Mr D Georgiou

* Denotes apologies received ^ Denotes associate member
+ Denotes member absent ~ Denotes member late

Action

4197	Apologies Rav Purewal, Sabrina Rai, Jennifer Campbell Absent – Rakesh Shah	Chair
4198	Single Central Register Checked and signed by Chair.	Chair
4199	Welcome from John Buckingham Welcome to Hannah Imane, Temporary Assistant Headteacher. Long Service Award to Mel Penney <i>Congratulations you have completed 25 years' service with the London Borough of Hillingdon. This is a fantastic achievement and a significant contribution to Hillingdon and the residents we serve.</i> <i>I am personally very grateful for the commitment you have shown to the council for this considerable length of time and I am delighted to enclose £250 in Bonds as a token of our appreciation for your loyalty.</i> <i>The bonds can be used at a wide range of retails outlets. A list of these outlets is also enclosed.</i> <i>Your sincerely,</i> <i>Tony Zaman</i> <i>Chief executive</i> Many congratulations to Mel.	Chair
4200	Appointment of Chair and Vice-Chair We need to start the meeting by nominating a Chair. Steve Youens nominated John Buckingham and this was seconded by Lou Dwyer. All agreed for John Buckingham to be Chair. John Buckingham nominated Patricia Swindells to be Vice Chair, seconded by Julie Brown. All agreed.	Clerk/Chair
4201	Approval of minutes from the last meeting Minutes from 4 th July 2024 approved and signed.	Chair/Clerk
4202	Matters Arising None	Chair
4203	Declaration of Business Interests Signed by Governors	Clerk
4204	Start of the Year Reminders Terms of Office – All ok	Chair/Clerk

	<p>Safeguarding documents completed and signed</p> <p>In one of the documents John is shown as Safeguarding Governor, it does say that there should be a report to the Full Governing Body meeting at some point. Safeguarding to be put on agenda for John to feedback to the Governors.</p> <p>Review of the Code of Conduct – all reviewed and agreed. This can also be found at the back of the governor’s report to parents. Please check the governors report to parents when it is sent and report back to Patricia if you disagree with anything.</p> <p>From the safeguarding review – one feedback was to get references for Governors. That is something that all governors could get, 2 per person, to write something for the financial purposes.</p> <p>Is that something that should be done going forward? Yes, but they did say that we should backdate.</p> <p>Will this be a personal reference? Yes, it will be.</p> <p>What is the due diligence for getting the reference? Is it to align with the code of conduct? This will be to tick the box to check that Governors have not had their own financial issues.</p> <p>None of us are directly touching money. But financial decisions are made for the school. <i>MP to ask the local authority to be more specific and provide a template.</i> <i>Ron Fowler to be asked for a template and what is required.</i> It is not mandatory but it is best practice. (template attached)</p>	
4205	<p>Link Governors All agreed (attached)</p>	Chair/MP
4206	<p>Adopted Governors All agreed (attached) Adopted Governors – Guidance on contact with class teachers (updated October 2024) (attached)</p>	Chair/MP
4207	<p>Head teacher’s Report – distributed via email prior to meeting. No questions Would like to thank all the staff with all their efforts in producing the results that we got. Leo to pass this message to all staff.</p> <p>Census – no real update, we will now wait and see what the funding will be for next year. We are at 624 children. What were the children given to eat on census day? Burger and chips Most people who left The Pantry have now gone back to the Pantry.</p>	MP
4208	<p>Finance Report Minutes received by all. Electricity – Mel was approached by a broker and we reviewed 5 quotes and then we agreed to go with Corona Energy which is quite a bit cheaper than we have been paying up till now. The previous provider couldn’t guarantee that the rate they were offering could stay the same for the 3 year contract we were tied into. This one is guaranteed so we know what we are going to be paying into the next 3 years and it is less than we were paying. Brokering is only live for about 2 hours so it had to be done on the day. We budgeted £41,000 for electricity for this year, for the last 12 months we spent £36,000 and we then had to pay for commodities on top. This Company have said that this is a one off payment and everything is included in the unit price. We have saved a lot of money based on what we have spent this year.</p> <p>Any questions? None</p>	JBr
4209	<p>Academy Status</p>	Chair

	MP was at the conference last week and it was mentioned at the labour party conference that it is highly unlikely that schools will be forced to become Academies because Labour are talking about coming away from schools that are forced to join Academies after a double RI. Under the conservatives if you have had 2 Requires Improvements judgements on the spin you are then almost forced to become an Academy. Labour are not doing that, they want to use the Regional School Improvement groups.	
4210	Working Parties None	Chair
4211	Governor Training None Safeguarding INSET day	Chair
4212	Sub committees C&P meeting next week MP's performance review in November	Chair
4213	<p>Any Other Business</p> <p>Panel Training All Governors received the Panel Training pack for a mock disciplinary. The Chair and Vice Chair of the Governors are never on the same panel.</p> <p>MP chairing the Mock disciplinary.</p> <p>Staff member had chosen not to appear at the hearing as they apologised for what they had done and just didn't want to attend. X had been give the support number for counselling.</p> <p>If the staff member admits it, you go through one version of events, if they don't admit it you go through a different version.</p> <p>MP read script to the Governors</p> <p>Thank you for attending meeting, introductions from all at the meeting. The purpose of the meeting is to consider the allegations made against X, an investigation has been carried out and it has been considered that X has a case to answer and now going through the order of the meeting.</p> <p>Read out allegations. Ask X if they admit the allegations, wholly or in part. In this case X acknowledged they did what they did. We would ask X to offer an explanation. Offer any mitigating circumstances X would like the panel to take into consideration. Investigating Officer, the Panel or the Chair would ask X questions. Both the Investigating Officer and X will then be asked to leave the room whilst the deliberations are made.</p> <p>If X doesn't admit it, you would then hear the case. The Investigating Officer will present their finding during which they may call witnesses. X and their representatives might ask questions of the Investigating Officer and any of the witnesses that are called about the facts that are presented to them. Any witnesses called will be called one at a time and remain in the room while they are giving evidence. The panel may also ask questions of the Investigating Officer or witnesses. The questions must be about what has just been presented.</p> <p>Then it is the turn of the employee and they may call witnesses as well, and the panel may ask questions of the employee based on the facts presented to them.</p> <p>After this both parties will be invited to sum up their case. Investigating Officer will sum up first and then the employee.</p>	MP

Both parties will then be asked to leave the room and wait outside whilst the panel reach a decision. Everyone is then called back into the room once the decision has been reached so that they can all hear what is being said.

The employees' representative may now present the case and sum up the case, they may respond on their behalf to any view expressed in the meeting, however, they cannot answer any questions on their behalf which are put to them at the meeting.

Any Questions about the order and the process of the meeting?

You can have a situation when the individual doesn't attend but the representative does.

The allegation that they took unauthorised leave from a couple of dates in June despite the prior request being denied and they breached the trust and confidence of the Headteacher.

X admits the allegation and declines to attend the meeting and has not sent a representative either, they have not offered any further mitigating circumstances so the panel can just discuss the case as presented and come to a decision in X's absence.

Based on the evidence in front of you, do you uphold the allegations and what sanction does this case warrant? Do you consider it would meet the criteria of Gross Misconduct or Misconduct?

Governors discuss.

Agreed that it would be misconduct.

Did the panel know about any previous events?

They are not allowed to know until after a decision has been made.

Governors can be asked by other schools to attend panel meetings.
Anyone on a panel will receive a pack from the school.

To have got to the point of a disciplinary hearing someone from Schools HR would have confirmed that it meets the threshold.

Do you ever get to a decision where you uphold the appeal and dismiss?

Yes

Who makes that decision?

The appeals panel, this will be based on new evidence come to light or if the decision was deemed too severe.

If there is a live written warning this will be taken into account.

If they are still not happy after an appeal, does it then go to a tribunal?

You then have 3 months between their last working day at school to go to tribunal.

Apologies

John sends his apologies for the next meeting.

Dates for Future Meetings

Full Governors

Thursday	28th November 2024	6:30pm
Thursday	23rd January 2025	6:30pm
Thursday	13th March 2025	6:30pm
Thursday	15th May 2025	6:30pm

Thursday	3rd July 2025	6:30pm	
Finance			
Monday	25th November 2024	6:15pm	
Monday	20th January 2025	6:15pm	
Monday	10th March 2025	6:15pm	
Monday	12th May 2025	6:15pm	
Monday	30th June 2025	6:15pm	
Curriculum & Policy			
Tuesday	3rd December 2024	1:30pm	
Wednesday	5th February 2025	1:30pm	
Wednesday	19th March 2025	1:30pm	
Wednesday	21st May 2025	1:30pm	
Wednesday	9th July 2025	1:30pm	
Meeting closed at 20:15			

I agree that this is a true and accurate record of the meeting dated above:

Signature: Patricia Surrudells
 (Chair of Governors)

Date: 28/11/2024