



GLEBE PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting
Glebe Primary School, Sussex Road, Ickenham
20th November 2025 – 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 Heyes
Miss J Griffiths

Mr L Vandorpe
Mr P Niznik
Miss H Imane
Mr S Youens
Mr T Sheldon
Mrs D Georgiou

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

Action

4302	<p>Apologies and Welcome No apologies Welcome to Roshnee R Ray and Matthew Crane who both applied for the position of parent governor. We do not need to hold elections as Roshnee will be considered for appointment of parent governor and Matthew very kindly stepped down from parent governor and will be considered for appointment of co-opted governor. We will ask both to leave at AOB and will let them know the outcome as soon as possible.</p>	Chair
4303	<p>Single Central Register Checked and signed by Chair.</p>	Chair
4304	<p>Approval of minutes from the last meeting Minutes from previous meeting approved and signed.</p>	Chair/Clerk
4305	<p>Matters Arising None</p>	
4306	<p>Matters for AOB None</p>	Chair/Clerk
4307	<p>Head Teacher's Report – distributed via email prior to meeting. Updates ICT - Finance update from Monday evening, ICT procurement and looking at other providers. We found another ICT provider that another Headteacher had recommended and she pays £61,000pa. We pay around £12,000pa for Inspire. MP to keep looking. Dolce – They are our new catering provider and the contracts have now been signed. MP and Rona met with Dee, the Area Manager and are cautiously optimistic. MP to inform parents in the newsletter and have agreed on a 4 choice menu which includes a hot meat option, a hot veggie option, a jacket potato with a choice of toppings or a cold packed lunch option (this could be baguettes/wraps/soft rolls and comes with a drink, a snack and a pudding). The kitchen is 20 minutes away at Pinkwell in Hayes. Parents will need to download an app to order lunches, which includes translation settings; a start rating system so that children and parents can star rate the food/menu so they can do more or less of a particular meal; it lists the nutritional value of the menu, so that will help our diabetic children and if any allergens are listed, they cannot access anything on the menu that contains that allergen.</p>	MP

{ Roshnee }
{ Matthew }

There will be a meet Dolce session on Tuesday 16th December, for parents to drop in to ask questions that they might have or if they are struggling to download the app. We finish with the pantry on the 19th December. We will then start with Dolce on the first day back, so we want parents to have booked the first week's menu. However, Dee did say that they will take the average shared and ensure that there will be sufficient food for the first week back. MP will introduce it this week, next week welcome pack and app information. They will work in liaison with our Gardening club and the children will have their own herb garden.

SRP – We had the review last week and it went really well, she was very impressed with what she saw and heard. The development points are that she wants the SRP to develop outreach and in-reach opportunities based on the strength of the practice that she has seen. We adapt the language around the work that we do. This would really help in other schools with children that are new to English, or are autistic and they are developing communication. We offered to make packs of resources and sell them to other schools and to charge schools to go and visit and train them and support them. Because we are adapting it so well for that group of children that would work for so many other SEN children. She also wants us to write case studies about successes that we have had and invite other SRP's to come and visit and see.

OPAL - Joe Barnieh has left his position as play coordinator and Tom Young has temporarily taken on the role. We are internally advertising the position at the moment. We need somebody that has the knowledge of risk and can adapt dynamically in that moment. We want to advertise internally as we have a strong play team and we can see people within it that will be fantastic.

What is your time frame?

From 8th December 25 until 20th February 26, if we get someone internally. JG will take over until then to gain experience and knowledge of the role.

Open Morning

We had our first Open Morning for prospective Nursery/Reception, the numbers were lower than we were expecting. Everybody who came loved the school. We split the parent/carers into two groups, one group will go on a formal tour with members of staff downstairs, whilst the other group will listen to a talk by the Headteacher, the Head Girl and the Head Boy and the then Prefects take them after to an informal tour upstairs. Then the groups will swap.

We have another one next week and we also do a tour on the last Friday of every month. Middle of January is the closing date for applications.

Complaint

MP explains details of the complaint. The complaint was withdrawn by the parent.

4308	<p>Finance Report Catering Dolce said that they were prepared to fit in our kitchen, we discussed the idea and we are now considering whether to save our Capital over the next 2 to 3 years and fit the kitchen ourselves.</p> <p>ICT We will be looking for someone other than Inspire for the future.</p>	Chair/JB
4309	<p>Working Parties Curriculum & Policy Went through policies which were all fine. Then went out to do OPAL observation. Really was fantastic, you can see the impact that it is having. Every child on the playground was doing something with somebody and also the children mixed within the year groups. There was a defined area for netball where they were being coached and the footballers were also being coached. There was loads of space for everybody else.</p>	Chair

	<p>Maths Glebe have released some educational parent guidance videos on the website, the Glebe way of doing various Maths, they are very impressive. Have you had any feedback from parents? Not at the moment as we are still in the early stages and we need to expand them. They are being watched as we can see this. The year 6 children fed back, as they were doing their homework, that it was useful for them to be able to sit and watch.</p> <p>Music 3G and Year 6 - it was absolutely lovely. The children were so involved.</p> <p>Performance Management MP had her Performance Management for the year and an independent adjudicator came in to set the targets. MP not only passed her Performance Management but exceeded expectations. New targets were set and MP has to report back on what she has done to achieve those targets.</p>	
4310	<p>Governor Training Maria P completed the Ofsted training MP will complete this on the 5th December They said that when they come in that they will want to speak with Governors. The main focus was the SEN, Social Care children and they mentioned that if they couldn't speak to a Governor that they would be looking through our meeting notes.</p> <p>Ron Fowler sent an email to JB asking if governors were available for a disciplinary at other schools. If we get asked by another Governing Body to be on a panel, do we need to let you know that we have been asked? You do not need to say and if you wish to attend that is absolutely fine.</p>	Chair
4311	<p>Sub committees Finance Committee met.</p>	Chair/Vice Chair
4312	<p>Link Governors Link Governors are where a Governor attaches themselves to a curriculum subject and the member of staff that leads the subject.</p> <p>OPAL - JC – Being kept up to date with OPAL and being informed with what is going on. Thank you to Jenny and Anita. Great programme to be part of. Did you get any feedback on the scooters? Toby and Jennifer have supported with preparing with the use of the scooters and safety aspect. It is significantly cheaper to purchase from websites like Temu which we cannot do via the schools account so we are trying to see how FOG can purchase it directly as we can get double the amount for the price. There will be a designated area for scooters and they will be taught how to use them. We also will be getting a huge sandpit and a lot of sand.</p> <p>Pupil Premium – PS met with Grace and Vladi, they are very positive on their new role as leads on Pupil Premium. They mentioned the Proud books, this is where a child/children have more than the normal amount of absences and they did surveys to find out what would help the children to come into school. The children came back with sensible suggestions as to how they might be helped and the Proud Book is so that all the good comments that are made regarding the child in a lesson or around school is written into the book so the child has a positive record of what they have achieved during that day/week. PS has asked to see a Proud Book next time.</p> <p>Cover – Vladi and Grace saw the effect of them being used as cover instead of a supply teacher coming in. They are known to the pupils and they know the system, they felt that that was something really positive that came out of it. They have no regrets about taking on the role and really proud with what they are doing and the support they are getting from the staff. In the future they are going to be doing work with English Link.</p>	Chair

	<p>These are the two HLI A's who are exceptional at what they do.</p> <p>Safeguarding – JB came in for Year 6 Crime and Punishment, where they run through a case beforehand and they decide the pro and cons and whether they find the individual guilty or not. JB then talked to the children about the outcome.</p>	
4313	<p>Adopted Governors</p> <p>JBr went with Year 4 to the Gurdwara on Monday 17th November.</p> <p>Adopted Governor means that a governor will adopt a class and the governor will then get invited to the class trips and assemblies.</p> <p>LV to remind staff to contact their adopted governors if their class is doing a Christmas show.</p>	Chair
4314	<p>Any Other Business</p> <p>Roshnee and Matthew – thank you for joining us.</p> <p>Governor Vacancies - We had 2 apply to the position of parent governor, but only had one vacancy. We were looking to have an election.</p> <p>Rita has decided to resign from her position as co-opted governor. We have asked Rita if she is available to stay on board as an Associate member of the governing board and she has happily agreed to stay on. Rita will stay on and should we need her for her skills she would be available. Thank you to Rita for all she has contributed to Glebe.</p> <p>We spoke to both Roshnee and Matthew and they were happy to share the role making no necessity for an election. As there is not an election it is up to the governing body to appoint a parent and a co-opted governor.</p> <p>Governors discussed and agreed for Roshnee to become Parent Governor and Matthew to become Co-Opted Governor.</p> <p>Annual Governors Report to parents – Impact of Governors over the last year, OPAL and Finance committee deserved a big mention. Finance is going to be the driver of so many things within the school. PS to make a few adjustments and then get the report onto the website.</p> <p>Governor's award – To Jerushia Connolly</p>	MP
	<p>Dates for Future Meetings</p> <p>Finance</p> <p>19th January 2026 16th March 2026 18th May 2026 29th June 2026</p> <p>Full Governors</p> <p>22nd January 2026 19th March 2026 21st May 2026 2nd July 2026</p>	
	Meeting closed at 7.50pm	

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

Signature:
(Chair of Governors)

TA Sarnodells pp

Vice Chair

Date:

22/01/2026