



**GLEBE PRIMARY SCHOOL**

**Minutes of the Full Governing Body Meeting  
Glebe Primary School, Sussex Road, Ickenham  
22<sup>nd</sup> January 2026 – 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 Vadorpe  
Mr P Niznik  
Miss H Imane  
Mr S Youens  
Mr T Sheldon  
Mr M Crane  
Mrs Ramdoyal Ray  
Mrs D Georgiou

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

		Action
4315	<b>Apologies and Welcome</b> Welcome from Patricia Swindells Vice Chair Apologies - John Buckingham	Vice Chair
4316	<b>Single Central Register</b> Checked and signed by Chair.	Vice Chair
4317	<b>Approval of minutes from the last meeting</b> Minutes from previous meeting approved and signed.	Vice Chair/Clerk
4318	<b>Matters Arising</b> None	
4319	<b>Matters for AOB</b> None	Vice Chair/Clerk
4320	<p><b>Head Teacher's Report</b> – distributed via email prior to meeting. A section has been added regarding the Media Agency and continuing with the ASDA poster.</p> <p><b>Do we know if we got any extra pupils from that?</b> We don't know.</p> <p><b>50% of the time the poster is covered by rubbish, it doesn't say Glebe in big letters.</b> That might be worth feeding back to them. The impact is hard to gauge, as we don't know how they hear about us.</p> <p><b>Could we ask to bring it around to the main entrance or on another board?</b> <b>Is there a possibility of getting a QR code with a link to the website and we could track the numbers and monitor its effectiveness?</b> MP to look into this and see if there is an additional cost.</p> <p><b>How much is it?</b> £2460, it's a lot of money, but if we got one child from it, that's £4,272 so we will get our money back.</p> <p><u>Kitchen Supervisor Role</u> We interviewed for that position today. We have appointed somebody internal. We had 16 applications.</p> <p><u>H&amp;S</u> We have to agree to ratify, LBH are insistent we do it. This is new as there is now a H&amp;S adviser, previously schools did their own. He's made the rules universal but has personalised it for each school. Is everybody happy to ratify?</p>	MP

Is Adeptify our H&S advisor? Do you still have to have Adeptify as well?

LBH override Adeptify, but Adeptify do the day to day risk assessments, policies etc

As you have Adeptify in place you know that everything is solid and secure.

We have said to Adeptify it is their job to put these rules in place.

It is good to note that all the policies that are produced by the school are completely compatible with that document.

Are you happy to ratify?

Yes

### Training

Governors complete a task in small groups:

In gathering evidence about governance, inspectors consider the extent to which governors:

- are knowledgeable about their statutory duties and carry them out effectively
- support and challenge the school's leaders effectively, using the best methods to assure themselves of the quality and impact of different aspects of the school's work
- understand their role as a responsible body, where applicable, in considering and addressing leaders' workload and wellbeing
- assure themselves that leaders have an accurate understanding of the school's context and are prioritising the actions for improvement that will have the greatest impact on pupils
- ensure that systems for monitoring and quality assurance are fair, valid and constructive, and provide leaders and staff the high-quality feedback to inform continuous improvement
- hold leaders to account appropriately and effectively for the impact of the school's professional learning programme for staff
- hold leaders to account appropriately and effectively for the school's support and provision for disadvantaged pupils, those with SEND, those who are known (or previously known) to children's social care and those who may face other barriers to their learning and/or wellbeing

Eventually all Governors will have a folder to refer to for when Ofsted come.

We could include staff training in the Head Teacher's report.

At C&P, we very often ask CPD related questions when there is an implementation, we ask when the staff will be trained, how, have you got enough time etc so those answers will be in the C&P minutes as well.

Any other gaps from the task?

Well-being may have fallen from the agenda a little. You all have the 'visit proforma' when you visit the school and at the bottom is 'any other comments' so we thought we could add well-being and SEN.

From a Link Governor perspective, we could discuss with your Subject Lead regarding SEN and disadvantaged pupils and you can write specifically regarding issues for that subject. We could have a feedback section in the HT Report, once a term from a different subject's, detailing information e.g. PE in terms of inclusion PE sessions

We will reissue 'Glebe Visit Proforma', with two extra lines, one for well-being, if you have had any conversation with your Link staff member or Adopted Staff member and found out if they were happy with their training programme or workload etc and one for inclusion.

It's useful for Adopted Governors to have a subject and something to reach out to the teachers about. If you can't get in, an email or telephone call would be great to make the connection.

Any other GAPS?

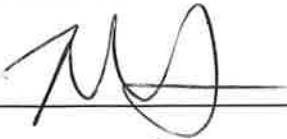
No, but it shows how important it is to challenge the HT Report or ask questions of it.

	<p>MP/PS to collect in the sheets to summarise them and bring it back to the next meeting with suggestions. MP can then organise more workshops or opportunities to do the job more effectively and efficiently. Is everyone happy with that?</p> <p>Yes</p>	
4321	<p><b>Finance Report</b> Regarding the path being taken up and replaced, one of the companies have come back with a revised quote to make them more competitive and reduced it by £500. <b>What prompted them to do that?</b> They asked and have dropped the price and they can start straight away The other company are on LBH procurement list and have good reviews, however as it is a straight forward project we are happy to accept the cheaper option. Does everyone agree? Yes At the Finance Meeting we talked about the Insurance Premium to cover absence and part of the reason we stuck with it is because there are resources for staff for well-being.</p> <p>MP did some costings regarding part-time teacher's vs full-time teachers, it works out at approx. £15,000-£20,000 more to have two part-time staff, rather than one full-time teacher. We discussed whether going forward, whether we can accept part-time teachers. Obviously, each application to go part-time needs to be discussed on its merit. We agreed that it's still MP's decision but she can refer it to the Finance Committee for the financial decision. It's two or three years since we have had a request from a teacher and we are in a different financial situation now.</p> <p><u>New Computer</u> The new computer that was faulty has now been replaced with a higher spec computer.</p> <p><u>Maternity leave cover</u> Was discussed and cheapest option accepted was to use a HLTA for one term and supply thereafter.</p> <p><u>Benchmarking</u> This was discussed at the previous Finance Meeting.</p> <p><u>SFVS</u> We would like to ratify this document at this meeting. Everybody in favour of ratifying? Yes</p>	Vice Chair/JB
4322	<p><b>Working Parties</b> <b>C&amp;P</b> We had policies, many remain unchanged. We had a section where the Pupil Leaders came in to talk to us about 'Show Racism the Red Card' and they were brilliant. All year groups, they knew what racism was, they knew what they had to do and how to keep themselves safe in certain circumstances. It was a pleasure to hear them being so aware and being prepared to hold the red card. CS talked about Young Carers and the work that she is doing is very impressive. GW talked about SEN Mentor role and her work with the Inclusion Team. It gives the C&amp;P members the evidence we need to show how effective the school is and the impact it is having. If anybody wants to join the C&amp;P via video.</p>	Vice Chair
4323	<p><b>Governor Training</b> None</p>	Vice Chair
4324	<p><b>Sub committees</b> <b>OPAL Update</b> We had a meeting with OPAL and Adeptify and the committee. We discussed Adeptify's understanding of what Opal is doing across the borough and that we have everything in place to align with our insurance and ensure children are safe. The</p>	Vice Chair

	<p>working team also met to discuss what we should do next. We are going to review the British Standards and ISO Standards that are involved and put that up against our existing policy and paperwork regarding provision of OPAL and look to refine and realign a paper which sets out our approach. We have agreed that we should set a timetable, prepare some new safe activities to demonstrate. We'll invite Adeptify to come back and ask where further refinements may be needed and agree on the full risk assessment at that point, making sure it lines up against our insurance. In the meantime, we will reach out to RoSPA to see if they will make a site visit.</p>	
4325	<p><b>Link Governors</b></p> <p>Maths – as always it is progressing well and they are having meetings, the report back from monitoring shows that there is a clear improvement in staff being able to understand what to teach, when to teach it and watch the progress of pupils and when to get them to move on. Very positive. We could circulate the reports to the whole GB as it does encapsulate well how, in that subject, you monitor, what we have done, what we are going to do and what improvements we have seen.</p> <p>Each term, we could have a report from the subject leaders who have had their release time and done their monitoring. Subject leaders are having their release time and then having a staff meeting the week after to feed back and set actions ready for them to see the progression later in the year. So, we could link it to show the subjects that have been monitored this half term, show the reports and the actions that have been set. We could start it from the next meeting. Impact doesn't happen straight away so we couldn't update termly but it may be bespoke training that we can update you on.</p> <p>A lot is coming through the C&amp;P meetings, e.g. 4<sup>th</sup> February we have two new programmes with RE and PSHE, we have just done the Jigsaw monitoring for PSHE and the teachers have put in a huge amount of work adapting it for Glebe, the practise has been exceptional across the school. So the PSHE leaders at the next C&amp;P meeting will be explaining what they have done and going to visit classes to see the results.</p> <p>PS went to see JD and JC. Praising JC for all the excellent work and looking forward to this term. Then went to English session which was full of enthusiasm. Evidence that they provide for what they do in English, the reasoning behind it, how they monitor it and the lovely comments regarding the willingness of the staff to engage with them and they felt the support of SLT and the willingness of the Glebe staff to take on board their ideas.</p>	Vice Chair
4326	<p><b>Adopted Governors</b></p> <p>SY did pedestrian training. It was continuous training from last year so the trainer was asking about what they had learnt before. The boys were more shy but she coaxed the answers from them well. The children were working in pairs and very worthwhile.</p>	Vice Chair
4327	<p><b>Any Other Business</b></p> <p><b>Skills Audit</b></p> <p>The last one we did was 2022 so PS will send out the audit. It's not an indicator of your capabilities, it's an overall sheet that shows us if the GB has a topic covered by somebody. Rate each section 1-5, if we have too many 1's in one area, we ask LBH for training. RC has agreed to stay on as an Associate Governor so we have legal expertise.</p>	MP
	<p><b>Dates for Future Meetings</b></p> <p><b>Finance</b></p> <p>16<sup>th</sup> March 2026 18<sup>th</sup> May 2026 29<sup>th</sup> June 2026</p> <p><b>Full Governors</b></p> <p>19<sup>th</sup> March 2026 21<sup>st</sup> May 2026 2<sup>nd</sup> July 2026</p>	
	Meeting closed at 8:10pm	

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

Signature:  
(Chair of Governors)

  
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Date:

19/3/26  
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