



MINUTES OF THE SECOND TERMLY MEETING OF THE GOVERNING BOARD OF GOODMAYES PRIMARY SCHOOL

DATE AND VENUE: Tuesday 7th July at 5.00pm at the school

PRESENT: Eliya Haider, Sohana Qureshi (on-line), Abida Rashid, Millie Davis,
Mira Naeem, Lee Walker (Executive Head teacher), Hitesh Sharma,
Rayjan Bibi (on-line) and Shahin Choudhury (Chair – on-line)

Also in attendance: Huma Perwiz – Head of School
Lauraine Colthart – School Business Manager (on-line)
Karen Mount – Clerk to Governors

ACTIONS	BY WHOM	By When
Minute 11: All governor training to be uploaded to Governor Hub.	All governors	-

- 1. APOLOGIES FOR ABSENCE:** a) There are no apologies for absence; all members of the board are present.
b) **Quorum** – the clerk confirmed the meeting was quorate.
- 2. DECLARATIONS OF PECUNIARY/PERSONAL INTERESTS:** There are no declarations of pecuniary/personal interests in any of the following agenda items.
- 3. MEMBERSHIP:** There are no changes in the membership of the Governing Board.
- 4. MINUTES:** The minutes from the meeting held on 12th May 2026 are agreed as a true record and signed and dated by the Vice-Chair.
- 5. MATTERS ARISING:** The following matters arising from the last meeting are considered:

Minute 5 (Minute 9 Executive Head teacher's Report): The action was for the Executive Head teacher to put together a summary page for sections of the report.

The Executive Head teacher stated that due to the nature of his report, it was too complicated to put together a summary page.

6. EXECUTIVE HEAD TEACHER'S REPORT: The board received the Executive Head teacher's report.

Class numbers – from the report it can be seen that pupil numbers are falling over the three terms. As of last Tuesday, the number on roll stands at 631.

The smallest cohort is in Year 2 and this has 75 pupils (15 vacancies). This year group also have a significant number of pupils in receipt of an EHCP and accessing the Rainbow Lodge.

The Phase Leaders have been looking at this as when Year 2 move into Year 3, they will not have access to the Rainbow Lodge; this is only for KS1.

This group of children moving into Year 3 will not cope with the 'mainstream' classroom environment.

The Phase Leaders have suggested that there be a focus group of these children who could access the Rainbow Lodge. They would have an adaptive provision set up in one of the classrooms. The remaining cohort would be split across the other two classrooms. This would ensure that the children who need targeted support will receive this.

The Executive Head teacher has spoken to the Local Authority about this as he would like them to cap the number at 75 (current Year 2). This is the current number of children and there are no children on the waiting list.

The above will require governor approval.

The Executive Head teacher wanted to avoid the two Year 2 'mainstream' classes going over 35. The cap would be in place for 12 months.

The board are advised that there are 12 children who will require this additional support (adaptive provision) – the school does have a teacher to support this change. The 12 children will be taught mainly in the provision room next to the Rainbow Lodge.

It was noted that this change would have financial implications (the school is losing funding from the 15 vacancies).

Next year's Year 1 and Year 2 children requiring additional support will be taught in the Rainbow Lodge.

Governors' questions (Response in italics)

Is the Local Authority concerned the school is segregating children? *No, they are supporting what the school is doing. They know that Goodmayes Primary is adapting its provision to meet the needs of those children who have high complex needs.*

It was noted that for some of the children attending Goodmayes Primary School this is not the right setting for them and they should, in fact, be attending a special school.

DECISION: The Governing Board approved the request to cap Year 2 at 75 children.

Attendance – the board noted that the attendance figure for March 2026 - June 2026 is 91.80%.

Under the new Ofsted framework, Inspectors will link attendance to behaviour. However, the school is allowed to take out certain aspects of the attendance data.

For example, if the school has high levels of Persistent Absence (PA) but has done everything they can to address this, they are allowed to remove these figures from the data. The inspector would be informed the school has done this.

The school's PA stands at 31.38% which is above national average.

Attendance is below national average.

The above figures will mean that under the new Ofsted framework, the school will not achieve expected in attendance and behaviour.

Ms Qureshi stated that her school has just been inspected; she stated that Ofsted inspectors were very thorough under the new framework.

The school's IDSR is extremely important for governors to be aware of.

Ofsted inspectors want to see the case sample children – SEND, K Support, Pupil Premium. They will want to see the attendance data for these children.

Outcomes – the board received data for all relevant year groups except Year 6 SATs. The school will not receive the results until 16th July 2026. Currently, SLT are thinking about how this information will be relayed to the parents.

SEND – the board received funding information for EHCPs. The Executive Head teacher directed the board to the section titled – Funding Breakdown.

The board are advised that the SENDCO is currently on sick leave and interim arrangements are in place.

The person is looking at the number of children who require a referral – there are currently 26 children at the referral stage.

The school have 38 children in receipt of an EHCP and there could be another 13 (at a minimum) added to this figure.

Since this report, there has been another two children whose parents have named the school to be added to these figures.

It was noted that some of the children on SEN support could be part of the number of children waiting for an EHCP referral.

Governors' questions (Response in italics)

Will the Executive Head teacher's report change format under the Hard Federation?
Yes, there will be a significant amount of summarising across different areas of the report.

The Executive Head teacher stated that data for both schools would be helpful for comparison purposes. Teaching and Learning will be summarised for both schools.

Looking at Nursery and Reception there are a lot of children on SEN support. How will the school deal with this as they go into next academic year? *Some of the SEN support children will convert to an EHCP. Reception children going into Year 1 will be able to access the Rainbow Lodge. The children should not require all day in the Rainbow Lodge unless it is realised they have complex needs.*

Teachers know that some of the 17 children (in current Reception) on SEN support can access the mainstream curriculum.

SEN support children need more support than the universal offer open to all children.

7. SAFEGUARDING REPORT: The board received a Safeguarding report from Mrs Rashid dated 22nd June 2026.

Mrs Rashid stated that the focus of the visit was looking at child protection and child in need cases, safeguarding monitoring and interventions, Year 6 and Reception transition arrangements and safer recruitment.

It was noted that the Safeguarding Team was working well.

8. FINANCE: The board received the summary of budget adjustments since the last meeting and the Budget Monitoring Report 1st April 2026 – 31.05.2026 as follows:

Income

IO6 Other Government Grants – this has seen a decrease of £10,620 as the DfE have stopped the Sports Premium funding.

IO8 Income from facilities and services – this has seen an increase of £1,000 due to additional income from student placements.

Expenditure

E05 Administrative and Clerical Staff – there has been a saving of £22,570 due to the delay in staff appointments.

E26 Agency staff – there has been a saving of £72,240 due to the school employing an LSA; there has been less use of agency staff.

E19 Learning Resources – there has been a saving of £5,834 due to the budget assigned to Sports Premium having been removed.

The predicted carry forward is noted as £355,679 with an in-year deficit of £92,679.

The School Business Manager (SBM) advised the board that the school will be employing some Cover Supervisors from 1st September 2026 to cover staff absences.

There will be staff changes and maternity leaves that will be reported in autumn term 2026.

Due to a breakdown in kitchen equipment, some of this has had to be replaced; the Executive Head teacher authorised this spending.

The SBM advised the board that the contract with The Pantry (school meals caterer) will cease as of 31st July 2026. Olive Dining has won the contract for Goodmayes Primary School with effect from 1st September 2026.

Olive Dining gave a good account of themselves at the tender and tasting meeting.

The main difference parents will notice is that KS1 children will pre-order their meals however, KS2 will continue to order at the counter; this will be trialled.

Parents will have to give some information about their children for this to take place.

Olive Dining will be putting on some taster sessions for parents. Another thing Olive dining will do is put table clothes on the tables and add vases of flowers. They want to make it a nice environment for children to eat.

The SBM updated the board on the issue of a resident crashing and breaking the school's gates. There have been on-going issues with the contractors trying to fix the gates.

Although this will be covered by the school's insurance, they have been told the school will have to pay the excess. The SBM is fighting this as it was felt the excess should be paid for by the resident who caused the accident.

Drain survey – the SBM stated that she has been unable to find a drain survey for the school site. This should be completed every ten years to monitor any movement

of tree roots and/or collapsed drains. The school have been experiencing issues with toilets backing up and surface water in the main playground.

A drain survey was carried out over the May half term. The results are not good. There are issues with tree roots, cracked and collapsed drains. The SBM has sought quotes to have work carried out and has just received the third quote.

The companies were asked to quote on:

Urgent – to be paid for in this financial year

Essential – do immediately

Next year – to be paid in the next financial year

Various quotes received varied as follows:

£16,000

£12,000

£7,000

Ms Qureshi left the meeting to attend her own school's full board meeting.

9. POLICIES: The board received and discussed the following policies:

a) Cyber Security Policy and Response Plan – the Executive Head teacher took governors through the document. It was noted that the school must have a master set of all forms used.

b) Equal Opportunities Policy – the summary of changes was noted as per Page 2.

c) Race Equality Policy – the summary of changes was noted as per Page 2.

d) Uniform Policy – it was noted that this was a new policy for the school. The school does have a second-hand uniform provision.

e) RSHE Policy – Ms Davis advised that the consultation period for this policy has been completed. There were three parents who attended on-line and three attended a meeting in person.

The draft policy previously seen by the board has no changes to be made.

DECISION: The Governing Board approved the Cyber Security Policy and Response Plan, Equal Opportunities Policy, Race Equality Policy, Uniform Policy and the RSHE Policy.

The School Business Manager was thanked for her attendance and she left the meeting at 6.15pm.

- 10. DPO REPORTING LOG AND DATA PROTECTION AUDIT:** The board received and discussed the DPO Reporting log and the Data Protection Audit.

The board accepted the DPO Reporting Log and there are no matters arising from this.

The board discussed the Data Protection Audit and noted the two areas that have been recorded as No:

Information Security – b) Practice: Regular Monitoring, logging and vulnerability scanning occurs that includes all networked devices.

Risk – c) DPIA: A system is in place to identify if new or additional processing requires a Data Protection Impact Assessment (DPIA).

The school achieved a rating of Good, which is the highest rating for this audit.

Mr Sharma is appointed Cyber Link Governor for Goodmayes Primary School.

- 11. GOVERNOR TRAINING:** The board noted the following governor training completed since the last meeting:

Mr L Walker – Executive Head teacher

Legionella Awareness (24.06.2026)

Managing underperformance (17.06.2026)

Disciplinary HR Essentials (08.06.2026)

The Equality Act 2010 (17.05.2026)

ACTION: All governor training to be uploaded to Governor Hub.

- 12. CHAIR'S ACTION:** The board noted there has been no urgent action taken by the Chair since the last meeting.

- 13. HARD FEDERATION:** The Executive Head teacher updated the board on the progress made towards Hard Federation with Chadwell Primary School.

There have been three meetings with the Working Party.

Certain members have been appointed to the new governing board:

2 x parent governors

2 x Heads of School

1 x staff governor

1 x local authority governor

1 x Executive Head teacher governor

Instrument of Government has been approved.

The name of the governing board has been agreed as Aspire Education Partnership.

The co-opted governor vacancies (8) will be filled at a special meeting on 2nd September 2026. At this meeting the Chair and Vice-Chair will also be elected and link roles will be allocated.

The co-opted governors will be elected on their skill sets and what they can offer the new governing board.

14. **DATE AND TIME OF NEXT MEETING:** Governors noted the date of the next meeting as Monday 21st September 2026 at 5.00pm at Chadwell Primary School.

There will be a special meeting via zoom on Wednesday 2nd September 2026 at 6.30pm to elect co-opted governors and election of Chair and Vice-Chair.

Future meeting dates

Tuesday 24th November 2026 at 5.00pm at Goodmayes Primary School

Wednesday 24th March 2027 at 5.00pm at Chadwell Primary School

Thursday 15th July 2027 at 5.00pm at Goodmayes Primary

15. **ANY OTHER BUSINESS:**

a) **School's four-year journey:** The Executive Head teacher wished to record his thanks to all members of the board for their support and commitment over the last four years. There have been a lot of changes and much has happened over those four years.

It is only with the support of the board that the school is where it is now.

Mr Sharma (Vice-Chair) wished to record his thanks to Mr Chowdhury for his leadership as Chair of Governors. It was quite a role to take on and his support and challenge to the school has also made its impact.

Mr Chowdhury stated that he joined the governing board during Covid and so has been with the school for the past five-six years. He has seen many changes and supported the school during its Ofsted Inspection.

16. **CONFIDENTIALITY:** Governors are reminded that the signed minutes of every meeting of the Governing Board should, as soon as possible, be made available at the school to persons wishing to inspect them. It is for the Governing Board to consider which items, if any, should be treated as confidential and excluded from publication.

There being no further business to discuss, the meeting closed at 6.40pm



CHAIR – 21st September 2026

DECISIONS BY THE GOVERNING BOARD OF GOODMAYES PRIMARY SCHOOL
SUMMER TERM 2026 (07.07.2026)

Minute 6	The Governing Board approved the request to cap Year 2 at 75 children.
Minute 9	The Governing Board approved the Cyber Security Policy and Response Plan, Equal Opportunities Policy, Race Equality Policy, Uniform Policy and the RSHE Policy.

