

Full Governing Board Meeting
Minutes of the Meeting held on Tuesday 8th July 2025
at 6:00pm at the Sherwood Hill Campus and via Google Meet

PART A



Fran Boto (FB)	Co-opted Governor	Present	
Penelope Fox (PF)	Parent Governor	Present	
Steve Cooper (SC)	Co-opted Governor		Apologies
Gemma Davies (GD)	Co-opted Governor	Present	
Vajeha Haq (VH)	Parent Governor	Present	
Aime Junior Kabangu Tshite (AT)	Staff Governor	Present	
Katerina Kelesidi (KK)	Co-opted Governor	Present	
David Murden (DM)	Ex-Officio Governor / Headteacher	Present	
Samata Razak-Oudirangou (SR)	Foundation Governor (<i>appointed at this meeting</i>)	Present	
Lindsay Sedola (LS)	Co-opted Governor	Present	
Fiona Taylor (FT)	Foundation Governor	Present	
Genstacia Bull (GB)	Observer		Apologies
Beth Brookes (BB)	Head of School (Hill)	Present	
Jess Baldwin (JB)	Head of School (Park)	Present	
Anna Robinson (AR)	Wellbeing; Trans-disciplinary Specialist	Present	
Rosemary Viggiani (RV)	Clerk	Present	

Item	Action
<p>1. Welcome; Apologies for absence and quorum (6)</p> <p>GD opened the meeting at 6pm and welcomed all to the Sherwood Hill Campus.</p> <p>Apologies were received and accepted from Steve Cooper for work related reasons; it was also noted that apologies were received from Genstacia Bull for personal reasons.</p> <p>The meeting was declared quorate. (10 /11)</p> <p>Aime Junior Kabangu Tshite (AT) was welcomed as the Staff Governor who was newly appointed following nominations; no election was required.</p> <p>It was noted that this is the last meeting for Fran Boto after many years as a governor with Sherwood Park. Governors thanked Fran for her dedication and length of service to the school.</p> <p><u>Appointment of Sandy Gillett as a Co-opted Governor</u></p> <p>GD reported that she and FB had recently met on-line with Sandy who had made a speculative enquiry regarding a Governor role. Sandy has many years' experience as a governor, most recently as Chair of the Girls Learning Day School Trust. She brings exceptional experience of both Governance and HR and will be a real asset to the school. Her role as Chair of the GDST does not end until December but it is recommended that she is appointed as a Co-opted Governor from September to replace Fran. The school have already received two references for Sandy and had sight of her current DBS check – although a further check will be required.</p> <p>DECISION: Governors appointed Sandy Gillett as a Co-opted Governor from September subject to an acceptable DBS check.</p> <p>Declarations of Interest</p> <p>There were no declarations of interest regarding items on the agenda.</p>	



Item

2. Minutes of the previous meeting held on 25th March - Part A & B and 17th June 2025.

DECISION: The Board approved the Minutes (Part A and B) of the meeting held on 2th March (Part A & B) and 17th June 2025 as a true and complete record of the meetings.

Matters arising (*see action list below*)

The actions outstanding are noted in the table below.

3. Governing Documents

Meeting dates for 2025/26:

The need for half-termly FAR meetings was discussed, noting that all other committees meet termly. In the light of the opening of the Manor campus and the enhanced risks and potential for more frequent scrutiny of contracts, it was agreed to keep the meetings each half term. However, one of the meetings will be restricted to scrutiny of the finances and not the standard FAR agenda.

The need for earlier scrutiny of the end of year accounts was also agreed.

DECISION: Swap PHS and FAR dates at the start of the Summer Term to give earlier sight of the end of year accounts.

DECISION: Adapt the agendas for the FAR meetings so there is only one full FAR meeting each term, the other being restricted to scrutiny of financial matters.

Other governing documents:

The Board discussed the proposed updated documents and agreed some minor amendments.

The documents were approved subject to these minor changes as noted below:

DECISION: The following Documents were circulated in advance and approved subject to the changes noted above:

- a. Instrument of Government: approval of a proposal to the LA for a change of School Name
- b. Governors' Code of Conduct 2025-26
- c. Governing Board Structure 2025-26 – approved subject to confirmation of Appendix A
- d. Scheme of Delegation 2025-26 – approved subject to confirmation of the policy schedule
- e. Governors Register of Business Interests
- f. Link Governor Guidelines – approved subject to minor change re liaison with school staff
- g. Governor Welcome Pack 2025-26
- h. Using Governor Hub at Sherwood Park School – Summer 2025
- i. Governing Board Meeting Schedule 2025-26
- j. Statutory Policy Overview – approved subject to confirmation of the approval delegations
- k. Governing Board Diversity Report from Governor Hub – June 2025

The Board considered whether a Governing Board Impact Statement should be drafted for 2024/25.

Comments had been shared prior to the meeting and it was noted that the advantages of such a statement are around transparency and communication with stakeholders and it keeps Governors aware of their accountability and achievements and therefore should be something that the Board produces on an annual basis.

Whilst Governors agreed that such a document should be produced, at the current time the workload for the Board is high with the opening of The Manor and therefore this may be better timed later in the year.

Note post meeting: It may be better aligned with the Board Self-Review undertaken for the annual Strategy Day.

Item

Action

Change of name of the school

The Head explained that, following the last meeting, he had consulted with the Heads and Trustees of the Sutton Education Trust and no objections had been received as regards the proposed change of name to Sherwood Foundation School.

DECISION: Governors approved the change of name of the school to Sherwood Foundation School and authorised the Head to requested a change to the Instrument of Government (IoG) through the Local Authority accordingly. No other changes to the IoG are required.

4. Election of Chair(s) for 2025-26

Chair and Vice-Chair of the Governing Board

Chair: Gemma Davies volunteered to stand for a further term of office.

DECISION: Gemma Davies was elected as Chair of Governors for a further year.

Vice-Chair: There were no nominations and the role remains vacant

Chairs of GB Committees: FAR, S&C, PHS, Pay

DECISION: The following nominations for Committee Chairs were received and approved by the Board:

- FAR: Lindsay Sedola
- S&C: Penelope Fox
- PHS: Steve Cooper
- Pay: Vajeha Haq

Governors (2) & external adviser for the HTPM

DECISION: The HTPM Committee will comprise Gemma Davies and Katerina Kelesidi with Sean Trimble as the independent adviser subject to his agreement.

Link Roles:

DECISION: Fiona Taylor was appointed as Safeguarding Link Governor and Gemma Davies as the SEND Link Governor.

ACTION: GD to arrange Link Governor roles over the Summer for approval at FGB in the Autumn Term. 50

ACTION: All to diarise dates for visits to the school for next year. 51

ACTION: All Governors to undertake updated Safeguarding and Prevent Training when available in 2025/26 52

5. Finance

Update re Finance

The following documents were shared in advance of the meeting:

- Monthly Monitoring Report for May 2025
- Bank reconciliation for May 2025
- Balance Sheet for May 2025
- Special provision Bid Round for the Manor
- BvAvC Report 06/06/2025
- Register of interests – 28/6/2025 annotated – nothing else to declare
- RPT email

Item**Action**

Governors had not had sufficient time to scrutinise all the paperwork.

ACTION: Governors to review the accounts and related papers and send questions by email; the accounts will be scrutinised at the first FAR Meeting in the new academic year.

53

Special Provision Bid Round for the Manor:

The school have submitted the bids to the LA and the committee meets next week.

The only bid not approved was the one for the mini-bus; that will be considered through other means as this is not currently funded by the LA.

Governors confirmed that they were content with the processes and funding approved by Jack.

DECISION: Governors approved the bids submitted to the LA in the Special Provision Bid Round for the Manor subject to receipt of the paperwork for the projects.

6. Update from other Committees

Staffing and Curriculum (Meeting of 10th June 2025)

The Minutes of the S&C meeting of 10th June 2025 were shared in advance of the meeting.

Report from the Chair of S&C

The Chair had nothing further to highlight.

Safeguarding: Governor visit

A visit report was shared in advance of the meeting

FB, the Safeguarding Governor, spoke to the paper summarising the findings of a meeting between FB and FT with the school to review the SCR.

Records in the SCR had been checked and it had been noted that one of the DBS checked was very old. The school do not currently have the capacity to renew all DBS checks that are more than three years old and they are reviewing what the policy should be as regards renewing DBS checks. Governors noted that the general guidance is that checks should be renewed every three to four years.

That said, overall, the Governors were content that safeguarding is sound and this was reinforced by Hayley Cameron's recent report.

The Head confirmed that there are no concerns identified with regards to safeguarding and thanked Anna, Beth & the team for their commitment to the substantial workload involved in reviewing every entry on MyConcern.

Governors likewise thanked the leadership for their commitment to safeguarding noting the substantial progress made over the past three years. It is encouraging to note the diligence in the staff in reporting issues of concern which can then be followed up and addressed.

ACTION: The Safeguarding Governor to visit on a half-termly basis and include a review of the Single Central Register (SCR)

54

7. Headteacher's Report; matters arising

School Ethos and Values

These were included in the Headteacher's report circulated prior to the meeting.

The school ethos and values have been reviewed and adjusted; they were reviewed in the S&C Committee.

DECISION: Governors approved the School Vision, Mission, Values (LEARN) and Ethos

Governors asked how the staff were being informed of the changes?

AR said that they are planning a whole school INSET on 2nd September with the full staff team and they will be looking at the Ethos & Values, curriculum and pathways and introducing the staff team; they will also review the Universal Offer. The meeting is at Holy Trinity Church in Wallington on the morning of 2nd September and governors are welcome.

ItemTo approve the School Strategy Plan for 2025/26

This had been circulated prior to the meeting

DECISION: Governors approved the School Strategy Plan for 2025/26

School Development Plan

The Development Plans for the Park and the Hill had been circulated prior to the meeting.

DECISION: Governors approved the School Development Plans for The Park and the Hill for 2025/26

HR Matters: Recruitment to Essential Roles within Budget

A paper had been circulated prior to the meeting.

The Head introduced his paper giving some background to his proposals. It is imperative that the school recruits a high calibre School Business Manager and he has increased the salary range accordingly. However, he will not appoint if the right person does not apply. Because of the increased salary being offered he has put the recruitment to other roles on hold until he is confident that the school can afford both an SBM of the right calibre and these new roles.

Governors emphasised the importance of all new roles recruited being viable in the budget.

The Head stated that he was confident that these roles will provide the skills needed by the school and they will be supported by the appropriate admin roles in the central services team.

The Head talked through the three new roles and the support they will provide and impact they will have on the effectiveness and efficiency of the school. They will have a significant impact, reducing the workload on the existing leadership team who have been covering the workload in the interim.

A parent governor asked how confident the Head is that these are the appropriate roles and that this won't divert money away from the front-line services for the children? Also, whether this will have a detrimental effect on the culture and feel of the existing sites?

The Head responded that he was confident that this will help support the existing sites allowing existing leadership and staff to focus more on their core roles and less on business administration. This should have a positive impact and help keep the local feeling of the existing sites. The Head is also hopeful that the pause on the recruitment of the other roles will be short and that the roles can be filled in the Autumn.

He provided examples of how the roles will help – for example by taking on the communication roles, meaning that the Heads of School no longer had to manage the communication of the details of Sports Day to the parents. Instead, their time can be freed up to focus on the more strategic issues.

The Board **NOTED** the following decisions to appoint the following posts within budget:

- Executive Assistant (Communications and Marketing)
- Centre Co-ordinator
- School Business Manager

The Board **NOTED** the following Budget Safeguarding Measures in order to re-assess their affordability: Temporarily pausing recruitment to other vacant roles:

- Senior Leader for Teaching & Learning
- Senior Leader for Wellbeing

Standing items: Safeguarding; Health & Safety; GDPR

Safeguarding:

The Report on the Safeguarding Review by Cognus was circulated prior to the meeting.

Governors **NOTED** the report and congratulated the school on a very positive report. There were no other safeguarding matters to report.

Item**Health & Safety and GDPR**

The Head noted some Health and Safety concerns regarding the opening of the Manor.

These issues have been raised with Jack and the project manager at the Local Authority:

- 1) Security of the external area
- 2) Fire escapes facilitating safe exit from four key areas – two of which need to be in place and safe prior to opening.

The Head also noted other risks regarding the need for play and other areas including horticulture and forest school space for the children on opening; Given the Listed status of the site these need approval by Heritage England and have yet to be approved. Approval can take some time.

The improvements are required to keep our children safe and are also required to ensure that appropriate fencing is in place to keep our children separate from children on roll with the Link who will be using what is currently a common outdoor area and therefore requires fencing to divide it into separate spaces before the Manor can be opened for Sherwood students. It was noted that the Link had raised these issues of shared use and car parking after the consultation period had closed.

All the bids have been submitted and the school are waiting to hear from the LA Project Manager re timelines and whether it can be done in time to open to children on 22nd Sept.

Tam is concerned that, due to these delays, his developments cannot be completed in time.

The school has let families know of a potential delay due to the late handover of the keys from the previous occupier of the site. They were handed over approximately four to five weeks after the previously agreed deadline.

The school expects a decision to be made about opening in about 10 days. In the meantime, legal negotiations are in train. Realistically the new site will open to children from the October half-term.

Governors asked if this would impact on the intake?

The Head said that it would impact on the families but not on the intake.

However, it is imperative that the developments have been completed; without the necessary fencing there is an increased risk of children absconding.

Governors asked if late opening would impact on funding? It was noted that the October half-term is after the October Census Day that determines the funding for children in mainstream settings as they have to be on roll by the October Census Day in order to qualify for funding in the following year.

ACTION: DM to check re the potential impact that late opening would have on funding for the intake at The Manor.

55

The school noted the significant funding being provided by the Local Authority to make the Manor suitable to open for our children and all thanked the Local Authority for their ongoing support for the school.

8. **Policies and other papers / contracts for approval:**

Papers were circulated prior to the meeting

Policies and Reports for scrutiny and approval:

Child Protection and Safeguarding: Statement for the website
A statement for the website was circulated prior to the meeting.

DECISION: Governors approved the Safeguarding Statement for the Website.

It was noted that Governors are invited to Safeguarding Training at the Hill on the 3rd September and the Park on the 1st September.

ACTION: All to consider attending Safeguarding Training: Hill: 3rd Sept; Park: 1st Sept.

56

Item**Action**

DECISION: As KCSIE 2025 is not yet available, the following statement was approved:

*“Governors approved updates to the **Child Protection and Safeguarding Policy** in line with the new KCSIE 2025 which is due to be finally published in July 2025. The revised policy must be circulated to Governors for information as soon as it is available and it was agreed that it will be used for training at the INSET Days in September before being finally approved at FGB in October.”*

Wellbeing: Behaviour Principles

The Behaviour Principles were circulated prior to the meeting

DECISION: Governors approved the Behaviour Principles for inclusion in the Wellbeing Behaviour Policy (*delegated to the Headteacher for approval*)

Public Sector Equality Duty (PSED) Report for 2024-25

The PSED Report was circulated prior to the meeting

DECISION: Governors approved the PSED Report for 2024/25 for publication on the website. *Governors asked for clarification as to the difference not obtained and not recorded and why there were so many staff without data recorded?*

It was clarified that data that was “data not obtained” had not been asked for; “data not recorded” had been asked for but not provided.

Pay Policy: for use in target setting from September 2025

The Pay Policy was circulated prior to the meeting

DECISION: Governors approved the Pay Policy for use from September 2025.

It was noted that this policy will be used for Target Setting in September 2025 but not used for assessment until September 2026; this will be clarified in the policy.

Sports Premium Summary Report for 2024-25

The Sports Premium Summary Report was circulated prior to the meeting

DECISION: Governors approved the Sports Premium Summary Report for 2024/25 for publication on the website.

ACTION: Beth to make the Sports Premium return online on behalf of the Chair before the deadline of July 31st.

57

Staff Disciplinary Policy

The Staff Disciplinary Policy was circulated prior to the meeting

DECISION: Governors approved the Staff Disciplinary Policy

Governors questioned the difference between the use of formal vs the informal approach?

The Head stated that this is open to interpretation but the school generally try to keep the approach informal initially.

Staff Grievance Policy

The Staff Grievance Policy was circulated prior to the meeting

DECISION: Governors approved the Staff Grievance Policy

Staff Induction & Probation Policy

The Staff Induction and Probation Policy was circulated prior to the meeting

DECISION: Governors approved the Staff Induction and Probation Policy

Item

Action

Delegations to the Headteacher:

DECISION: Governors approved the following delegations:

- School information published on the website – *to delegate maintenance to the Head*
- Admissions Register – *to delegate maintenance to the Headteacher*
- Attendance Register – *to delegate maintenance to the Headteacher*

Policies: for scrutiny and to note HT approval

The following policies were circulated prior to the meeting:

- Wellbeing (Anti-bullying) Policy - *HT approval; FGB / S&C Scrutiny*
- Moving & Handling Policy - *HT approval; FGB / S&C Scrutiny*
- Wellbeing (Restrictive Practice) Policy - *HT approval; FGB / S&C Scrutiny*

Governors **NOTED** the Headteachers approval of these three policies.

It was noted that further changes will be made in September to align with new statutory guidance.

Governors noted that the Restrictive practice policy could be more explicit around the training of staff.

AR agreed that she would take this into account with her review for September.

Governors asked how staff were supported after an incident?

AR described the debrief process used and it was noted that staff are supported through this process.

Governors asked about the risk assessments and how frequently they are updated?

BB stated that the updates are arranged by Jess and Beth termly; however, they are working documents and they are updated as and when required with a formal review termly.

Governors had asked a number of other points prior to the meeting.

58

ACTION: AR to reply by email after the meeting to points raised by governors with regards to the well-being and moving and handling policies.

It was noted that the detail in the policies allows for full transparency with regards to the school's practices and that those practices are also in line with the Safeguarding Policy.

This transparency is really important to families.

Contracts for approval:

The following papers were circulated prior to the meeting:

- Final Summary of Cleaning Tender – Governors Rationale
- Catering Contract: Sherwood Form of Direct Award Y23009 FINAL 7.7.25
- ICT Audit Contract – Park & Hill – Windows 11 Overhaul Bid
- ICT Audit Contract – Sherwood Park School recommendations

DECISION: Governors approved Support Service Limited for the award of the Cleaning Contract

DECISION: Governors approved the Contract for the Direct Award of Catering to Caterlink.

DECISION: Governors approved the ICT Audit Contract recommendations for Sherwood Park School including the Windows 11 overhaul.

It was noted that the school will need more phones for the Manor and these will be contracted and installed over the Summer.

Item

Action

9. **Correspondence to the Chair / Chair's Actions**

To note Chair's Actions and correspondence with the Chair.

AT was asked to leave the meeting at this point for reasons of confidentiality.

The Chair updated Governors with regards to correspondence that had been received.

Details are recorded in the Part B Minutes.

10. **Confidential items**

To agree whether any items should be recorded in Part B Minutes as confidential.

Governors agreed that items discussed in Item 9 be recorded in the confidential Part B Minutes.

59

12. **Any other business / dates of future meetings / close**

Forthcoming Meetings for the Autumn Term:

FAR: 23rd September 2025; 25th November 2025

FGB: 7th October 2025; 16th December 2025

Pay: 16th October 2025

PHS: 21st October 2025

S&C: 2nd December 2025

Spring Term:

FAR: 27th January; 3rd March 2026

PHS: 10th February 2026

S&C: 10th March 2026

FGB: 24th March 2026

Summer Term:

FAR: 28th April; 2nd June 2026

PHS: 12th May

Strategy Day & FGB: 19th May 2026 (*End of Year Accounts for 2025/26 and Budget approval*)

Pay: 16th June 2026

S&C: 23rd June 2026

FGB: 7th July 2026

The meeting closed at 8:05pm

Signed:

Davies

Print Name:

GEMMA DAVIES

Chair

Date:

07.10.25



Appendix A: Sherwood Park School Committee Membership 2025-26

The table below shows the current Board membership as well as roles/responsibilities and Link roles. Each member is also listed on the [school's website](#). *Note: these roles will be reviewed and updated each year.*

Name of Governor		Type of Governor	Committees and sub-committees (Min #; quorum)				
			S&C 5/3	Finance 4/3 (NIH)	Pay 3/3 (NIH)	PHS 5/3	HTPM 2/2
Sandy	Gillett	Co-opted	X				
Penelope	Fox	Parent	Chair		X	X	
Gemma	Davies	Co-opted (Chair)	X	X	X		X
Fiona	Taylor	Foundation	X				
Lindsay	Sedola	Co-opted		Chair			
Steve	Cooper	Co-opted		X		Chair	
Katerina	Kelesidi	Co-opted	X				X
Vajeha	Haq	Parent			Chair	X	
Vacant		Local Authority	X				
David	Murden	Headteacher (ex-officio)	X	Non-voting	Non-voting	X	
Aime Junior	Kabangu Tshite	Staff	X				
Samata	Razak-Oudirango	Foundation		X			
School Leaders:							
Beth	Brookes	Head of School (Hill)	Non-voting				
Jessica	Baldwin	Head of School (Park)	Non-voting				
Emma	Digby	Head of School (Manor)	Non-voting				
Sujata	Bakrania	Senior Finance Manager		Non-voting			
Saimah	Iram	HR Manager	Non-voting				
Tamer	Halil	Premises Manager				Non-voting	
Anna	Richardson	Transdisciplinary Lead	Non-voting				
Vacant		School Business Manager	Non-voting	Non-voting	Non-voting	Non-voting	

Link Governor Summary (To be updated)

Link Area	Reporting to	Governor Lead	Shadow
Safeguarding	FGB	-Fiona Taylor	
SEND	FGB	Gemma Davies	Penelope Fox
Governance including Training	FGB	Gemma Davies	Rosemary Viggiani



Action list

Item	Action point	Who	By when	Update
Actions arising from the meeting of the 5 th October 2022				
62	BB to explore how the monies can be transferred from the School Fund account to the main school account.	DM	Aut 24	Governors approved new signatories for the mandate at the June FGB; action closed
Actions arising from the meeting of the 26 th March 2024				
09	RV to arrange training for new Governors including a tour of the school arranged through DM / Rachael.	RV	April 24	Tour of the school arranged for 14 th July and offered to all; action closed
Actions arising from the meeting of the 1 st October 2024				
20	Governors to review the parent survey before it goes out in the Summer Term.	GD / AR	Mar 25	This did not go out this year; action closed
24	All governors to do Safeguarding training on Learning Link and the Home Office Prevent Training and to record this on Governor Hub, uploading the relevant certificates of completion.	All	Nov 24	Governors' training has been audited and governors encouraged to undertake training according to their roles; action closed
Actions arising from the meeting of the 16 th December 2024				
29	All Governors to fill in the ethnicity and diversity data on Governor Hub.	All	Jan 25	Eight governors have responded; report produced; action closed
30	The Risk Register should note the risks around the delays in the review of some key school policies.	RD	Jan 25	Risk Register in the process of being re-shaped; work in progress. Action closed
Actions arising from the meeting of the 26 th March 2025				
33	Risks relating to the unfenced cottages at Carew to be assessed in relation to the potential opening of a new site.	DM / RD	April 25	The school is aware of this; action remains open



Item	Action point	Who	By when	Update
34	VH, PF, RD and DH to meet to consider potential funding bids for new mini-buses.	VH, PF, DM, RD	Sept 25	Action closed
35	RD to liaise with SC to confirm the on-costs on the VOIP contract.	RD	April 25	Contract approved; Action closed
36	RD and DM to ensure that the procurement and signature of all contracts that require the Head's approval follow the requirements as set out in the scheme of delegation; that they are signed by the Head and not the Business Leader and all contracts over £10,000 are signed by both the Head and Chair. All contracts over £5,000 also have to be noted in the Full Board Minutes.	RD/DM	Ongoing	Included in the new scheme of delegation for approval tonight; action closed
37	Chair to clearly set out the expectations the Board has of the school with regards to preparation for meetings.	GD	April 25	Action completed and closed
38	RD / DM to provide a business model for the Carew Campus to the next meeting.	RD/DM	April 25	Budget for 2025/26 approved; action closed
39	Carry approval of Term Dates for 2025-26 forward to the next FGB meeting.	DM	May 25	Agreed by Chair's action and noted at FGB on 20 th May; action closed.
Actions arising from the meeting of the 28 th April 2025 – Carew Manor extra-ordinary meeting				
40	RD to identify the related party transactions for 2024/25 for approval by the Board at the Strategy Day on 20 th May and establish procedures for identifying, managing and approving related party transactions moving forwards.	RD	May 20 th 2025	Action replaced by Action 45; action closed
Actions arising from the meeting of the 20 th May 2025				
41	RD to prepare the paperwork for sign off of the catering contract for the Park at FGB June 17 th with recommendation from FAR on 3 rd June.	RD	FAR 3 rd June	Submitted for approval tonight; action closed
42	School to consult with parents regarding INSET Dates for 2026/27.	DM	Spring Term 2026	Ongoing for Spring Term 2026
43	DM to take the appropriate steps to change the name of the school to The Sherwood Foundation School.	DM	asap	Action closed and replaced by Action 49 below



Item	Action point	Who	By when	Update
Actions arising from the meeting of the 17 th June 2025				
44	RD to produce a three-year budget document for the Chair to sign.	RD	20/6/25	Signed on Governor Hub; action closed
45	RD to submit the Related Party Transactions Report for approval at FGB on 8 th July.	RD	24/6/25	Not received – suggest put process in place for 2024/25; RV has sent details to Sujata who has acknowledged receipt; action closed
46	RD to seek approval for the Catering Contract as soon as possible.	RD	24/6/25	Submitted for approval tonight; action closed
47	RD to provide the project plan and costings for the ICT Audit.	RD	24/6/25	Submitted for approval tonight; action closed
48	RD to circulate the Rational Document for the Cleaning Contract for Governor information.	RD	July FGB	Received; action closed
49	DM will consult with the SET regarding the change of name and a rationale document will be produced for approval by the Board at FGB on 8 th July.	DM	July FGB	On the agenda; action closed
Actions arising from the meeting of the 8 th July 2025				
50	GD to arrange Link Governor roles over the Summer for approval at FGB in the Autumn Term.	GD	Sept 25	
51	All to diarise dates for visits to the school for next year.	All	Sept 25	
52	All Governors to undertake updated Safeguarding and Prevent Training when available in 2025/26	All	Sept 25	
53	Governors to review the accounts and related papers and send questions by email; the accounts will be scrutinised at the first FAR Meeting in the new academic year.	All	Sept 25	
54	The Safeguarding Governor to visit on a half-termly basis and include a review of the Single Central Register (SCR)	FT	Oct 25	
55	DM to check re the potential impact that late opening would have on funding for the intake at The Manor.	DM	asap	



Item	Action point	Who	By when	Update
56	Governors to consider attending Safeguarding Training: 3 rd Sept at the Hill ; 1 st Sept at the Park.	All	Sept 25	
57	Beth to make the Sports Premium return online on behalf of the Chair before the deadline of July 31st.	BB	31 st July 25	
58	AR to reply by email after the meeting to points raised by governors with regards to the well-being and moving and handling policies.	AR	Sept 25	
59	DM to check whether the individual qualifies for continuity of service from their prior employment.	DM	asap	

