

Sherwood Park School
Full Governing Board Meeting
Tuesday May 20th 2025 at 9:30am; The Hill



Fran Boto (FB)	Co-opted Governor	Present	
Penelope Fox (PF)	Parent Governor	Present	
Steve Cooper (SC)	Co-opted Governor	Present	
Gemma Davies (GD)	Co-opted Governor	Present	
Vajeha Haq (VH)	Parent Governor	Present	
Katerina Kelesidi (KK)	Co-opted Governor	Present	
David Murden (DM)	Ex-Officio Governor / Headteacher	Present	
Samata Razak-Oudirangou (SRO)	Foundation Governor (<i>appointed at this meeting</i>)	Present	
Lindsay Sedola (LS)	Co-opted Governor		Absent
Fiona Taylor (FT)	Foundation Governor	Present	
Genstacia Bull (GB)	Observer	Present	
Beth Brookes (BB)	Head of School (Hill)	Present	
Jess Baldwin (JB)	Head of School (Park)	Present	
Meg Smith (MS)	Assistant Head; SENCO (Hill)	Present	
Luka Koczon (LK)	Assistant Head; SENCO (Park)	Present	
Josh Hunt (JH)		Present	
Anna Richardson (AR)	Wellbeing; Trans-disciplinary Specialist	Present	
Riyaz Dayal (RD)	School Business Leader	Present	
Rosemary Viggiani (RV)	Clerk	Present	

Welcome, Apologies for absence

Apologies were received and accepted from Lindsay Sedola for personal reasons

FGB:

Declarations of interest

There were no declarations of interest

Appointments and approvals:

DECISION: Genstacia Bull was appointed as the Local Authority Governor subject to LA approval, references and DBS Check

Note: the following items were approved following the Strategy Day items listed below.

Appointment of the Authorised Person for opening tenders

DECISION: The School Business Leader (Riyaz Dayal) was appointed as the person approved to manage and open tenders as required by the Sutton Scheme for Financing Schools.

Woodlarks Trips (Hill and Park)

DECISION: Governors approved the two trips to Woodlarks:

- Woodlarks: Park Cohort Residential DofE
- Woodlarks: The Hill

Approval of Photocopier contract

A paper was provided and approved noting that this represents a saving of £13k per annum. The contract for The Manor will be like for like but cannot be fully specified yet as the school are not sure of number of printers – that will come later this term and the contracts will be aligned.

The contract for the Hill and Park ends in October and the aim is to include the Manor moving forwards.

DECISION: Governors approved the Photocopier Contract

Approval of Front Gate Project (Park)

A paper was provided for the gates at the front of the Park Campus.

It was noted that this project is fully funded by the Local Authority and invoices will be paid by the school with reimbursement from the Local Authority within two weeks.

DECISION: Governors approved the Front Gates Project for the Park Campus.

Catering Contract

It was noted that this was not yet ready to sign off; Jack has approved the funding for the kitchen at the Manor – catering for the Manor only.

The school is finalising the requirements for the direct tender award; the work on this document should be finished this week; there will then be a meeting with Jack from the LA to get approval from the Schools Forum. The school have put £30k into the Three year budget, planning for the worst case scenario.

It was noted that the timescales will be tight to get the gates installed over the summer holidays.

There is a need to get flexible arrangements for sign off at this time given the volume of contracts coming through on tight timescales.

ACTION 41: RD to prepare the paperwork for sign off of the Catering Contract at FGB June 17th with recommendation from FAR on 3rd June.

LGFL SLA – Carew Manor

A paper was provided

The funding is via the LA – we pay the contractor; the LA pay the school; the funding is not in our budget RD has been negotiating with the company to get timelines down.

DECISION: Governors approved the LGFL SLA for the Carew Manor site.

Note: FB and VH left the meeting at this point but the meeting remained quorate.

Park Integrex Boards

A paper was provided; it was noted that the money had been secured for this project.

DECISION: Governors approved the Park Integrex Boards Contract.

Policies for approval:

DECISION: Governors approved the following Policies:

- **Finance Manual** (noting that the requested amendment had been included)
- **Cyber Security Policy** (Noting that a typo on page 3 needs to be corrected and the standard format including page numbering should be applied)
- **Privacy notices**



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	This is in hand with the aim of completing it shortly after Easter; action remains open.
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	FT would welcome a tour of the school; action remains open.
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	The FGB felt that this is still required for the strategy day; action remains open.
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. All should do Safeguarding and Prevent training; action remains open
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	Six governors have responded; report produced; all still encouraged to respond; action remains open
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 remains open.



Item	Action point	Who	By when	Update
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	
34	VH, PF, RD and DH to meet to consider potential funding bids for new mini-buses.	VH, PF, DM, RD	Sept 25	
35	RD to liaise with SC to confirm the on-costs on the VOIP contract.	RD	April 25	
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	
37	Chair to clearly set out the expectations the Board has of the school with regards to preparation for meetings.	GD	April 25	
38	RD / DM to provide a business model for the Carew Campus to the next meeting.	RD/DM	April 25	
39	Carry approval of Term Dates for 2025-26 forward to the next FGB meeting.	DM	May 25	



Item	Action point	Who	By when	Update
Actions arising from the meeting of the 28th 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	
Actions arising from the meeting of the 20th May 2025				
41	RD to prepare the paperwork for sign off of the front gates for the Park at FGB June 17 th with recommendation from FAR on 3 rd June.	RD	FAR 3 rd June	
42	School to consult with parents regarding INSET Dates for 2026/27.	DM	Spring Term 2026	
43	DM to take the appropriate steps to change the name of the school to The Sherwood Foundation School.	DM	asap	

