

Approved Minutes of the meeting of the Clarendon School Local Governing Body held on 7 May 2025 at 5.00pm at Clarendon Primary School and virtually via Teams.

[Link to Teams Meeting](#)

Link to Papers [CLA-24-4 070525](#)

Items in square brackets are references to documents related to this agenda found in the folder CLA-24-4 070525

Members of the Local Governing Body in attendance: *Natalyia Bennett, Niall Brady (Chair), Niall Dumigan (Headteacher), Bharat Gopalan, Chris Reynolds, Hanna Shepard (from Item 3D) and Aminta Townshend.*

Members of the Local Governing Body in attendance virtually: *Jenny Bissett, Kelly Faulkner and James Rimmer.*

Also in attendance: *Angela Mason (Head of Primary) and Paul Roberts (Trustee).*

Clerk in attendance: *Julie Adams*

1. Welcome, apologies, declarations of interest and items from the Clerk.

- 1.A The Governing Body **noted** all members were present.
- 1.B The Chair reminded all governors that they must abide by the Auriga Academy Trust Declarations of Interest Policy and should declare if they have an interest in any matter that comes before them. There were no declarations made.

2. Presentation- Coaching Programme

The Headteacher noted that Michael Sinanan, Head of Secondary Centre was unwell and that this affected both this presentation and also the careers statement item, which would now be received in the July LGB meeting. **(ACTION)**

The Headteacher had requested written feedback from all leaders in the coaching programme understanding that it was a private process for each leader. The Headteacher understood that there may also be a post programme survey to better understand the impact across the schools. The Headteacher invited Angela Mason, Assistant Headteacher (Primary) to share her reflections.

Ms Mason advised that a major impact was the network that had been built with other Deputy and Assistant Headteachers across the Trust and that impact on collaboration and support. The Governing Body noted that the School Improvement Partner report had questioned how the impact of the coaching was measured. The Headteacher advised that this is through regular feedback and also through more formal appraisal processes. The Headteacher advised that there had been significant changes noticed by staff, especially at the secondary centre, but that embedding a culture of coaching takes time. He advised that this is important as a tool to improve teacher performance as much as for leaders.

The Headteacher explained while the formal coaching programme had finished, the Trust had arranged a further session to support attendees to continue to develop practices used this year. In addition, two senior school leaders are attending a coaching course in June particularly linked to

digital learning practices. The Headteacher expects that coaching will feature within the school development priorities for 2025-26. The Headteacher invited questions.

The Governing Body noted that a recent link governor visit had discussed this programme with the SLT and asked if the programme itself would be rolled out more widely. The Headteacher advised that this particular programme was stand-alone, but the main benefit of having a shared, joint space to work together may be achievable for others, providing a space for reflective thinking. He highlighted the cross-Trust DSL group, where the DSL meets with others across the Trust. The Headteacher believes it would be useful to have that group externally facilitated, especially for supervision.

Supporting papers: CLA-24-3-04iii LG NB KF Coaching 310125.pdf

3. Minutes

- 3.A The Governing Body **received** the draft minutes of the meeting held on 26 February 2025 [CLA-24-4-03A- Previous Draft Minutes 260225.pdf] and **approved** them as an accurate
- 3.B The Governing Body **noted** that a contract review panel met since the last Governing Board meeting. The Panel's decision was made to dismiss. The employee has the right of appeal.
- 3.C The Governing Body **noted** the completed actions from the previous meeting.

Number	Extract	Owner	Status
2	Links to the Ofsted Consultation documentation to be shared with all governors	JA	Completed
5	Governors to agree attendance at Spring Showcase (primary), Mini-enterprise Day (sec) and Coffee Morning with OT	JA / All	Completed
7	Newsletters to be shared with all governors regularly	JA /ND (admin)	Completed

- 3.D The Governing Body **noted** actions arising from the previous meeting that are incomplete.

Number	Extract	Owner	Due Date
1	Final 'Clarendon Essentials' document circulated and discussed at next meeting	ND	30/04/25
3	Safeguarding Link Governor to share visit report for visit to Primary Centre	MT	asap
4	Curriculum Link Governors to be invited to observe curriculum lead meetings	ND	asap
6	Comments in the SIP report re how the school assesses the quality of leadership to be clarified and expanded on with the SIP.	ND /SIP	30/04/25
8	Governors to address any outstanding confirmations / training especially safeguarding training	ALL	asap
9	Outstanding Link Governor reports to be sent through and visits to be arranged for the spring / summer terms	ALL	asap
10	Consider approaching local Lib-Dem MP Munira Wilson re visit and Brentford FC Trust for funding	ND	30/04/25

Action #1 The Clarendon Essentials document was reviewed at a recent link governor visit. The Headteacher would reshare with all governors (**ACTION**).

Hanna Shepherd joined the meeting.

Action #4 The Headteacher advised that curriculum development meetings will take place at the secondary campus. He suggested that as there is anxiety amongst staff due to the changes to the curriculum, governors' attendance may impact the effectiveness of this meeting. Governors suggested the meeting would be useful to attend to ensure they were also aware of curriculum changes but acknowledged the Headteachers concerns and agreed that should confirm with teachers **(ACTION)**

ACTION # 6 The Headteacher had spoken to the School Improvement Partner on her Spring visit and had discussed the quality of leadership and management. Subsequently he had revised his judgement on this area within the self-evaluation. He believes it is moving towards outstanding now in part due to the coaching programme. The Headteacher will provide the justifications to governors for this using the Ofsted framework as guide **(ACTION)**.

The Governing Body queried that within the risk register leadership and governance remains in 'Amber' (12) and this does not reflect the self-evaluation changes. The Headteacher advised that the risk register had not been reviewed with the CEO since earlier in the Spring term. This will be reviewed at the next meeting **(ACTION)**. This action is now closed.

All other actions remain outstanding.

- 3.E The Governing Body **noted** the latest published Board meeting minutes and other updates from the Board.
- 3.F The Chair advised that there had been a further stage three contract review panel. The Governing Body asked if the potential capability issue had been resolved. The Headteacher advised that the teacher had resigned.

There were no other matters arising that are not covered elsewhere on the agenda.

Supporting Papers: [Trust Board Minutes](#), [Clarendon School Minutes](#).

4. Headteachers Report

The Governing Body is recommended to receive a report from the Headteacher [CLA-24-4-04 Clarendon School Headteacher Report.pdf.]to include Items **A-K**. *Link governor reports will be included / considered at the most relevant section. Questions will be invited section by section.*

- 4.A **General Update and key risks**
- 4.B **Pupil Numbers for 2024-25 and Attendance**
- 4.C **Safeguarding and behaviour**
- 4.D **Pupil progress and achievements**
- 4.E **Receive School Development Plan and School Self Review**
- 4.F **Visitors Reports**
- 4.G **Partnerships and community links**
- 4.H **Staffing**

4.I Learner, Family and Community Voice**4.J Finance Commentary****4.K Health and Safety / Premises Update**

The Governing Body receive a presentation from the Headteacher on the budget position and proposed savings [CLA-24-4-04A LG NB Finance 250425]

The Headteacher presented a financial report, indicating a projected in-year deficit of £180,000, which has increased to £350,000 due to an ill-health retirement. Excluding this one-off cost, the school is currently £30,000 under budget. Similar deficits exist across the trust, particularly at Strathmore and Capella schools.

The Headteacher presented a plan involving staff reductions at both primary and secondary sites, totalling £270,000 in savings. No redundancies are anticipated, with reductions managed through retirements, resignations, and reduced agency staff. The secondary reductions will increase teaching loads to 85-90%, require the cessation of dedicated DT lessons at Key Stage 3, and require classroom teachers to assume teaching of art at Key Stage 3. The school plans to continue offering art GCSE through sharing an art teacher with Capella and using an apprentice teacher. The Governing Body expressed concerns about the impact of support staff reductions on primary pupils, particularly given the changing cohort to support pupils' emotional well-being and transition to secondary school.

The Headteacher outlined mitigating measures, including additional midday supervisors and adjustments to classroom learning approaches. Proposed investments include trainee teachers, play leaders, specialist teaching at primary, and a senior administrator role.

The discussion also covered income generation strategies, including voluntary contributions and fundraising events. These include a voluntary contribution program (suggested amounts of £10 per month or £100 per year with a donation page on the website) and fundraising events via the PTA. A conservative goal of £10,000 was set for income generation through these routes, to support school trips, specialist equipment, and playground improvements. The Headteacher emphasised the importance of careful communication to avoid pressuring parents.

The possibility of sharing specialist teachers with other schools, both within and outside the trust, was discussed. The rationale behind these investments included leadership development, workload reduction, and improved communication. The Headteacher also explained the decision to halt non-health and safety related capital projects, such as replacing sliding doors at the secondary centre to stabilise the budget. The Governing Body discussed the sensory room upgrade, with the possibility of PTA fundraising.

The Governing Body questioned the dwindling number of available places for Year 7 entry in September 2026. The Headteacher confirmed that the Local Authority (LA) was aware and that mitigation plans were in place, including a new centre opening, but acknowledged the potential pinch point if the new centre did not open on time.

The Governing Body discussed the time frames around the new school site. The Headteacher provided an update on the Gateway 3 meeting, highlighting risks related to

cost overruns, asbestos, badgers, and potential delays. The handover date is currently 28th August 2026, but there are concerns about meeting this deadline. The Local Authority (LA) is responsible for placing pupils and has pressure to make the new site work. There is a need for a contingency plan in case the build is not completed on time. The impact of these delays on the recruitment of a new head of centre and the need for a contingency plan were also discussed. The Governing Body expressed concern about the impact on headship time and the potential for the project to not materialise, impacting children and staff. The need for assurances from Achieving for Children regarding funding and commitment was also raised.

The Governing Body queried the use of AI in the school, particularly Gemini. The Headteacher explained how it was being used at the secondary site to support teachers with planning and mentioned the decision to invest in a full subscription. Paul Roberts, a Trustee asked how concerns about safeguarding and data privacy were managed. The Headteacher explained measures in place to protect personal information, such as ring-fencing data to internal servers linked to Google Workspace. The Governing Body noted there was an ongoing need for Policy Updates in this area and consideration of ethical considerations as well. The Governing Body advised there was a need for a trust-wide AI policy, which the governance professional confirmed was in place. The Headteacher advised there were benefits of potential cost savings and the potential for cross-collaboration between schools. Following a question, the Headteacher confirmed there was no cost implications to use of AI currently. The Governing Body noted the ongoing need for policy updates due to the rapid development of AI.

The Governing Body noted the number of reported behaviour incidents, specifically "harm to peers" and "harm to adults and questioned the high number of incidents, particularly in relation to the school's self-review rating of outstanding for behaviour and attitudes. The Headteacher explained that the categorisation of incidents may not reflect the context of the incident and this may need review. The Head of Primary Centre noted that many "harm to adult" incidents are related to communication difficulties, and are not aggressive behaviour. The Governing Body discussed the importance of considering the context of these incidents and how staff respond to challenging behaviour. The Headteacher advised he would try to review the behaviour categories and provide clearer information to the Governing Body.

The Governing Body questioned the amber risk rating for leadership and governance in the headteacher's report as it was presented as aiming for 'outstanding' in the Self Evaluation. The Headteacher clarified that the risk register had not been updated since the autumn term when he had reviewed it with the CEO. It will be reviewed again in the summer term. The Governing Body discussed the quality of leadership and management, with the Headteacher highlighting improvements and a potential shift towards an outstanding rating based on the current Ofsted framework. The Governing Body discussed their own Ofsted preparedness, with the governance professional emphasising the importance of governors' familiarity with school development plans and challenges. The Headteacher noted the strong evidence of challenge and accountability demonstrated through governors' questioning of headteacher reports.

The Headteacher outlined the proposed TLR restructure at the secondary level. The first TLR would focus on teacher development, including mentoring trainee and early career teachers, coaching programmes, and CPD development. The second TLR would concentrate on personal development and communication, encompassing British values, SMSC. The third TLR would cover vocational pathways, careers, work experience, and leadership of maths. The Governing Body questioned whether the TLR changes need their formal approval. The Headteacher advised that this is a draft and that the final proposal would be presented in the Autumn term.

ND discussed primary staffing adjustments, including bringing in specialist teaching from the secondary centre to share capacity and partially address pay disparities between primary and secondary teachers. The addition of a lead administrator to oversee the administrative team across primary, secondary, and the Gateway Centre, manage home-school communication, and produce a whole school newsletter was also proposed.

Supporting papers, Finance Commentary Headteachers Report, 4A P7 Management Accounts.

Supporting Papers - 4k 24.25 Estates Reporting 21.01.25 and 4k. 25.24.23 GDPR Summary

5. Governance

5.A The Governing Body **reviewed** the membership overview and noted there was little change from the previous meeting [CLA-24-4-05A Governor Overview inc. Training.pdf]

5.B The Governing Body noted their previous discussion on Ofsted Preparedness.

The Headteacher and governance professional emphasised the importance of knowing the school, its development plan, and challenges. The Governing Body were encouraged to stay informed about arising themes, and continue referencing SIP report questions during link visits. The Governing Body noted the clearer separation of roles and responsibilities between the Governing Board and Trustees that is now in place. The governance professional felt that governors appear well-informed and prepared for Ofsted visits and that the openness and quality of the discussions at LGB meetings indicated there would be no 'surprises' uncovered by an inspection.

5.C The Governance Professional explained the process for the upcoming LGB self-evaluation, highlighting its purpose in assessing the board's effectiveness, identifying skill gaps, and informing the strategy day on 25 June 2025. The evaluation involves individual assessments on Governor Hub, a 360 review of the Chair, and benchmarking questions. NB queried what the self-evaluation entailed. All governors would complete the Self Evaluation (**ACTION**).

5.D There were no other Link Governor Visit Reports since the last meeting not otherwise covered.

6. Approval of Policies / Statements

The Governing Body noted that the careers statement would now be approved in the July meeting.

7. Review impact, planned actions and agree feedback to the Board of Trustees

The Governing Body appreciated the significant work of the Headteacher in preparing a plan for the future year budget which addresses the deficit whilst ensuring appropriate mitigations whilst weaving in investments.

The Governing Body agreed that the main concern to feedback to the Board of Trustees was the risks associated with the opening date of the new site.

The Governing Body noted the actions arising from this meeting.

Number	Extract	Owner	date
1	Careers Statement item to go to the next LGB	MS ND	July 25
2	Clarendon Essentials to be sent to the LGB	ND	Asap
3	Justifications for using the Ofsted framework as a guide for changing the leadership and management judgement in the SEF	ND	Asap
4	Risk Register to be reviewed with the CEO and presented in the next meeting	ND	July 25
5	Staff to be asked if they would be happy for governors to observe curriculum development meetings	ND	asap
6	Behaviour data CR and ND to see if there would be a better way of presenting the data	CR/ND	asap
7	Explore strategic approaches to income generation, voluntary contributions and prioritization of capital projects	ND	asap
8	Monitor impact of staffing reductions and ensure pupil safety and learning outcomes	ND	Ongoing AY 2025
9	Follow up on the new Site development and contingency plans with the Trust Board	NB	July 25

Supporting Papers – [15. Committee reporting template.docx](#)

8. Confidentiality

The Committee is recommended to **agree** that the discussion at the meeting, the background papers, and any reports identified as confidential above, should remain confidential and be excluded from the published minutes and papers.

The date of the Strategy Day is **24 June 2025**.

The date of the next meeting is **9 July 2025** at **5.00pm**

Niall Brady

Niall Brady (Aug 3, 2025 13:11:20 GMT+1)

Niall Brady

Chair of Clarendon School Local Governing Body

03/08/25






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Final Audit Report

2025-08-03

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