

Sudbury Primary School

Meeting of the Local Governing Body held on 17 June 2026

In Attendance:		Initials
Fatima Ahmed		FA
Jahangir Alam		JA
Nargis Ghani		NG
Shivani Hirani		SH
Kamini Mistry - Headteacher		Headteacher
Dr Yiakovos (Jack) Nicolaou		DrYN
Hemangi Patel		HP
Rishi Ramdhony		RR
Reverend Greville Thomas – Chair		Chair
Jan Wozniak		JW
Apology Received:		
Absent:		
Ishma Moeen		IM
Observers/advisers		
Steven Brunswick – Chair of Trustees		Chair of Trustees
Irfan Khan		Clerk
Luke Webber – Deputy Headteacher		LW

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	Item	Action
1.	Welcome and Apologies for Absence.	
1.1	The Chair welcomed all those present to the Sudbury Primary School (SPS) Local Governing Body (LGB) meeting.	
1.2	The Chair informed governors that today's LGB meeting will have an Ofsted inspection focus.	
1.3	Apologies for absence were recorded and accepted as above.	
2	Declarations of Interest in any Item on the agenda.	
2.1	There were no declarations of interest for this meeting.	
3	Minutes of the last meeting – 10th March 2026	
3.1	The minutes of the LGB meeting held on 10 th of March 2026 were accepted as a true and accurate record of the meeting and signed by the Chair.	
4	Matters Arising – 10th of March 2026	
4.1	Minute 6.10 - The Headteacher confirmed as requested school staff were congratulated on behalf of the LGB following Bridget Phillipson, Secretary of State for Education's letter.	
4.2	There were no further matters arising from the meeting held on 10 th of March 2026.	
5	Ofsted Inspection Preparation	
5.1	The Headteacher provided governors with an update on the school's preparation for a potential Ofsted inspection.	
5.2	Governors were reminded of the purpose of an inspection and the importance of ensuring that the school can demonstrate the impact of its work on pupils' outcomes and experiences.	
5.3	The Headteacher outlined the key areas governors should be familiar with, including the school's priorities, self-evaluation, safeguarding arrangements, attendance, behaviour and	

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	attitudes, quality of education, personal development and the progress and outcomes of different groups of pupils.	
5.4	Governors discussed their role during an inspection and the importance of being able to explain how they provide appropriate challenge and support to school leaders, how they monitor school improvement priorities and how they assure themselves that safeguarding and other statutory responsibilities are being effectively managed.	
5.5	The Headteacher emphasised that governors should speak confidently about the school's strengths, areas for development and the evidence used to evaluate the impact of actions taken. Governors were advised to ensure that they were familiar with key school policies, performance information and the school's strategic priorities.	
5.6	The presentation also covered the potential lines of enquiry that inspectors may explore with governors. Governors were encouraged to provide honest, evidence-based responses and to refer to their own experiences of monitoring and challenging school leaders rather than relying solely on information provided by the Headteacher.	
5.7	Governors asked questions regarding the inspection process, the areas likely to receive particular scrutiny and how governors could best demonstrate their understanding of the school's priorities and impact.	
5.8	The Headteacher confirmed that the school would continue to prepare staff and governors and ensure that relevant documentation and evidence were up to date.	
5.9	Governors noted the update and agreed to ensure that they were familiar with their roles and responsibilities in preparation for an Ofsted inspection.	
5.10	A governor suggested a mock Ofsted inspection for SPS, an opportunity for governors to ask questions. It was agreed as Trustees would be involved in any Ofsted inspection, they would need to be invited. It was agreed to discuss the proposal with the consultant in the autumn term for an evening session.	Action: All LGB and Headteacher

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6	Headteacher's Report.	
6.1	The Headteacher's report was circulated to the LGB in advance of the meeting. The Headteacher related that the school is making good progress towards the ambitious targets set.	
6.2	Year 6 pupils have completed their SATs, Key Stage (KS) 1 pupils completed the optional SATs tests at the end of May. Year 1 pupils completed their Phonics Screening Check and Year 4 pupils have completed the Multiplication Tables Check. Assessments have also taken place across the school in all year groups.	
	Inclusion Quality Mark Flagship Review	
6.3	The annual IQM Flagship Review has taken place on the 3 rd June. The school once again showcased the school's inclusive practices. The focus of the review this year was on further developing and enhancing the school's Rainbow Room provision and staff training. The report has just been received, and the school has maintained its Flagship Status. Governors commended the achievement.	
	Vulnerability Indicator Score	
6.4	The Deputy Headteacher updated the LGB on the vulnerability indicator score (VIS) that has been developed with Claremont High School Academy. The VIS will help the school better identify pupils who may be more vulnerable due to a combination of different factors.	
6.5	The score brings together a range of information the schools hold, including safeguarding history, attendance, SEND, disadvantage and wider family circumstances. The data supports the school to look at vulnerability in a more joined-up way, rather than viewing each factor on its own.	
6.6	The Headteacher and Deputy Headteacher were thanked for the updates.	

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7	Safeguarding																																																																									
7.1	The Headteacher updated the LGB on safeguarding categories <table><tr><th>Category</th><th>Jan 2025</th><th>March 2025</th><th>June 2025</th><th>Sep 2025</th><th>Nov 2025</th><th>Jan 2026</th><th>June 2026</th></tr><tr><td>Child protection plan</td><td>10</td><td>10</td><td>6</td><td>4</td><td>9</td><td>9</td><td>7</td></tr><tr><td>Child in need plan</td><td>1</td><td>1</td><td>6</td><td>8</td><td>7</td><td>5</td><td>11</td></tr><tr><td>Children with disability</td><td>-</td><td>1</td><td>2</td><td>1</td><td>2</td><td>2</td><td>1</td></tr><tr><td>Looked after child</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr><tr><td>Early Help Plan</td><td>12</td><td>7</td><td>8</td><td>6</td><td>3</td><td>7</td><td>12</td></tr><tr><td>Welfare Checks</td><td>15</td><td>10</td><td>11</td><td>8</td><td>10</td><td>9</td><td>10</td></tr><tr><td>Prevent</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Referrals Made</td><td>5</td><td>3</td><td>5</td><td>3</td><td>4</td><td>4</td><td>5</td></tr></table>	Category	Jan 2025	March 2025	June 2025	Sep 2025	Nov 2025	Jan 2026	June 2026	Child protection plan	10	10	6	4	9	9	7	Child in need plan	1	1	6	8	7	5	11	Children with disability	-	1	2	1	2	2	1	Looked after child	3	3	3	3	3	3	3	Early Help Plan	12	7	8	6	3	7	12	Welfare Checks	15	10	11	8	10	9	10	Prevent	0	0	0	0	0	0	0	Referrals Made	5	3	5	3	4	4	5	
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7.2	Safeguarding needs across the school have continued to change throughout the year. The number of pupils with Child Protection Plans and Child in Need plans has fluctuated, while Early Help involvement has increased since the autumn term, reflecting the school's focus on identifying concerns and providing support at an early stage.																																																																									
7.3	Welfare checks, referrals to external agencies and support from other services have remained relatively consistent. Overall, the data highlights the ongoing need for strong safeguarding systems and effective partnership working to ensure children and families receive the right support at the right time.																																																																									
8	Finance Report																																																																									
8.1	The Headteacher provided an update on the April 2026 budget report on behalf of the CFO. The main updates include: • SEN funding has increased by £40k. • £10k has been received for the sensory room. • Teaching staff showing an underspend of £59k and support staff showing an underspend of £32k due to staff leavers. • Other costs have not changed much from March.																																																																									

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	The result of the above leaves SPS with a deficit of £282k on a £336k deficit budget. However, it was expected that the deficit will be reduced once income owed is received.	
9	Lead Governor Roles	
9.1	Lead governor's roles were confirmed as follows and governor visits encouraged: 1. Chair of the LGB – Greville Thomas 2. Child protection and safeguarding – Greville Thomas 3. Vulnerable pupils and SEND – Ishma Moeen 4. Health and Safety – Jahangir Alam 5. Curriculum – Dr Yiakovos (Jack) Nicolaou 6. GDPR – Greville Thomas 7. Pupil Premium and Most Able – Rishi Ramdhony 8. Staff Wellbeing – Jan Wozniak 9. Our School, Our World – Fatima Ahmed	
10	Governance Updates	
10.1	1. Re-Appointment of Co-Opted Governors The Clerk reported that Mr Wozniak's and Mr Alam's terms of office were due to expire shortly and that both governors had put themselves forward for reappointment. The governors approved their reappointment.	
10.2	Visits to the School The Chair stated that he continues to attend the school in his lead safeguarding role and attends the half termly safeguarding meeting.	
10.3	Governors were encouraged to visit once a term with this the minimum expectation. Governors were asked to contact the Headteacher to arrange their visit. It was noted that Governor Hub had considerable guidance on governor visits.	
10.4	Training Governors were encouraged to book onto training for their own CPD with a focus on training linked to their lead governor roles. All training is to be updated on Governor Hub.	
11	Policy Review	

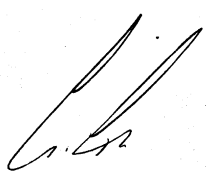
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11.1	The following policies and a summary statement outlining the updates were circulated to the LGB in advance of the meeting: • Asthma Policy • Behaviour for Achievement and Learning Policy • Marking Feedback and Assessment Policy • Healthy Food Policy	
11.2	Following a review, governors approved the policies.	
12	Questions and Feedback to the Board of Trustees	
12.1	No questions/feedback was raised by the LGB.	
13	Any other Business	
13.1	No further other business was discussed.	

Date of Next Meetings:

1. TBC

APPROVAL OF THE MINUTES BY THE CHAIR	
Signed:  Chair of the Local Governing Body	Date: 14 th October 2026