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Harlyn Primary School
Governing Board

Minutes of the meeting held at the school on Wednesday 13 May 2026

Mr M Matonti (Chair)
Mrs A Ajibola
Mr L Brown
Mr S Jones
Mr C Meghji
Mrs S Mistry
Mr M Perkins
Dr M Simons
Mr G Smith
Ms A Walton

Clerk and Minutes Secretary - Mrs J Schrodel

16-26 Governing Board update and introductions.
Lewis Brown was welcomed to his first Full Governing Board Meeting and introductions were made. Lewis joins the Board as Staff Governor and his term commenced on 24 March 2026 for four years.

17-26 Declarations of interest - none recorded.

18-26 Apologies for absence were accepted from Mrs S de Jongh.

19-26 Minutes of the last Meeting dated 26 February 2026 were signed as a true and accurate record.

20-26 Matters Arising
Volunteers for Co-Optee vacancy – another one or two Co-Opted Governor are required, as our quota is six. There is one vacancy on the Premises Committee. Governors to think of any suggestions they may have for Co-Opted Governor/s. **ACTION GOVERNORS**
Health & Safety Management System – to be included on the July Agenda. **ACTION CLERK**
Computing Policy – Mr Fox duly checked changes.
Premises – Mr Jones confirmed that the school does not hold a roof Warranty document. The expectation is that the Local Authority will fund the roof repairs.
Governor Training – Clerk to send details of Prevent training to two Governors. **ACTION CLERK**
Parking outside school – Mr Matonti contacted the relevant Councillor, who referred him to a Council colleague. A circular has been distributed about parking outside the school legally; in addition, Wardens were once again despatched but took no action on any parking offences.

21-26 Budget 2026-27
Murray Perkins, Finance Chair, recommended that the Governing Board ratify the Budget for 2026-27, which Governors had sight of in advance. A Finance Committee meeting was recently held to sign off the Year End Statement and set next year's Budget.

Going through the Budget and highlights, Mr Perkins said the projected deficit has been halved from the previous financial year; an exceptionally good result considering the Council had recommended making redundancies. The school's position is that this would have cost more, particularly with additional contributions around pensions. Staff have made voluntary reductions in working hours and days, which has resulted in a manageable number of staff to teach children to the required level, thus staffing costs have been reduced to the minimum possible. Less positive is the fact that the projected expenditure is greater than anticipated. Cleaning and catering costs, although expensive, are essential. There is little more which can be cut back, although the school is ensuring that it is run economically in terms of electricity and other resources.

Considering the Recovery Plan, it has been shown that the school is running efficiently alongside making savings, but there is a projected shortfall of £321K plus the actual shortfall of £137K; which at £459K, is higher than last year. Unfortunately, this is a pattern across other schools, and these are growing in number. The Committee's position is that the Full Governing Board should agree this Budget. On the positive side, the school is not yet in the poor position it expected, and rigorous monitoring will continue.

In response to a Governor's question, Mr Jones explained that there is no additional money coming in from Hillingdon or Central Government and there has been no official acknowledgement or response to the Deficit Recovery Plan, submitted in December, although the school have acted on it.

Mr Jones advised that three teachers will leave the school in July and one will take maternity leave. This leaves no spare teachers and the school will be at the minimum teaching staff after July. Although there is some leeway with Teaching Assistants, that will be the only option to reduce.

In response to a Governor, the school does not hire supply teachers. He asked the impact of the current situation on the children's education. Mr Jones reiterated that the school must demonstrate financial savings.

The Vice Chair said when he had attended the last Finance Committee, he had noted that staffing is the largest outlay in the budget. Mr Jones said thirty-two to thirty-eight children are expected to join Reception in September, equating to two classes and two teachers and he is considering running an Early Years Unit, but all efforts will be made to mitigate this.

Discussion turned to the notion of hiring the school premises to outside users, such as Kumon Maths. However, the cost of a Site Manager and other overheads must be thought about, as well as the increase to the Caretaker's workload. Mr Jones thought outside hirers can disrupt classroom arrangements which upsets class teachers. Although there are empty classrooms which could be hired, the Caretaker would not wish to work at weekends. There are occasional lettings of the hall to staff members or their families, but Insurance Services insist that a staff member must be responsible for locking and alarming the school, which would fall to the Head or Deputy Head Teacher. Dr Simons added that the level of income would be infrequent and not very lucrative.

The Chair concluded that this year, the expected deficit has been halved and next year is an unknown quantity. Mr Jones pointed out that the school's finances are monitored monthly by the Local Authority at present. Money is loaned to the school to pay staff salaries, which attracts interest payments.

Mr Jones said the limit of thirty children in a class applies to Early Years, but Harlyn would be permitted to extend to thirty-two.

There being no further questions, the Governing Board ratified the Budget for 2026-27 and Mr Matonti, Vice Chair, signed and dated the document, a copy of which will be sent to the Local Authority.

22-26 School Improvement Plan

Mr Jones distributed a hard copy of this document to Governors, which was formulated on the School Improvement Day in February. He drew Governors' attention to the annual monitoring cycle at the beginning of the Plan and the table of self-evaluation/deep dive. The following pages in landscape form the Improvement Plan and Ofsted terminology has been used for individual subject plans in the remainder of the document. Mr Jones noted that Ofsted would expect Governors to understand the first four pages of the document.

Link Governor visits were discussed. The possibility of Governors having a thirty-minute conversation with their relevant subject teacher, either in person or by telephone, was suggested and Governors were assured that teachers are happy to see or speak with them as Link Governor. Governors attending subject days, such as Maths Day, could also use this to inform their written Link Governor report. The Clerk pointed out that, as recommended by the Local Authority, she keeps a log of Link Governor visit reports, although there is not currently a request for sight of this. Mr Jones pointed out that the Summer Term is not the best time for Governors to catch up on their visits. The Clerk would consider setting a timetable for the next academic year. **ACTION CLERK**

23-26 Head Teacher's Report

Simon Jones highlighted his written report.
Staffing – Mr Jones updated Governors that Mrs Mariott is also leaving the school. A further six staff members have reduced their hours of work commencing after the Easter break.
Curriculum – SATs week is underway and the test papers were considered fair.
Other – Governors discussed the report of a child, permanently excluded from Coteford Junior School for behavioural reasons, who has been issued with a place at Harlyn in Year 4. Mr Jones advised that he has received no further update on this child after two on-line meetings with the Exclusions Officer.

24-26 Committee Updates and Plans

Curriculum – Dr Simons reported that Lewis Brown has joined the Curriculum Committee, which met on March 26. The assessments discussed showed children making progress from the Autumn to the Spring Term. Reading across Year Groups was 65%, which is standard or above and Handwriting had the same result. Maths was 72% which is in line with previous results. The number of children who do not have an EHCP but are on a 'watch list' and flagged as requiring additional attention, is 60% in Year One, 50% in Years 2 and 3 and 50% in Year 4. Year 5 has 96% of children in need of additional support and Year 6 55%. These children are monitored for behavioural as well as academic reasons. Dr Simons concluded that this demonstrates that the school pays attention to all those needing additional help. Attendance remains good at 94 – 96%. Dr Simons had asked about resources and Lewis Brown stated that teachers are skilful in utilising what is available and have all they need without incurring additional expense. Mrs Mistry pointed out that Year 6 have done field trips to the local area, thereby saving any travel costs. Mr Brown also pointed out that teachers use books which are available at school, rather than purchasing more.

A Governor asked whether children with additional needs are receiving the resources required. Mr Brown said it has become the norm for Teaching Assistants to know which children need more support, or to access interventions. In response to a Governor, Teaching Assistants are sent to where they are required and support other children as well as those with an EHCP. Mr Jones emphasised that, in the current financial climate, as Teaching Assistants leave the school, they will not be replaced, which is bound to have an effect.

Finance – Mr Perkins said the catering contract is out for tender and one company only has responded. Negotiations will shortly take place. A Governor was informed that the tendering process is overseen by a Local Authority Procurement Officer and the new catering contract is expected to be in place by July.

Personnel – Nothing to report.

Premises – Mr Matonti reported that there has been a water leak, which has been remedied by the Site Manager. The new Health & Safety Advisor has proved more present and focused, visiting the school three times per year. There are very few repairs outstanding and, due to budgetary restraints, upgrades to the premises are kept to the minimum. Following a survey by the Local Authority, repair to fire doors will be carried out next year. Mr Matonti explained that the Premises Report had been tabled during the recent Finance Meeting on this occasion.

25-26 Updates

School journey – Mrs Mistry reported that fifty-six children will participate in school journey this year. Each child is permitted to bring £15 pocket money and this has been arranged via ParentPay, bags of change having been prepared for each child. Children with dietary needs have been met to ensure they will be catered for. A programme of activities, which will go ahead rain or shine, is planned by St Georges, Mr Jones advised that he would lead the second week.

Breakfast/After School Club – Mr Matonti could report no notable change in the Breakfast Club. Attendance at After-School Club fluctuates significantly, possibly because of parents now working from home.

Governor Training – Mrs Ajibola had attended training on Artificial Intelligence, focused on filtering out parental complaints using AI.

Mr Jones reiterated that Safeguarding and Prevent training will be held in September 2026 at school.

26-26 Inclusion Report – Received by Governors with interest and no further questions.
SEND Review Report – this was an extremely positive report with few recommendations for 'next steps.

27-26 Correspondence – none.

28-26 Any Other Business

There being no other business, the meeting closed at 8.25 pm.

29-26 Date of next full Governing Board Meeting – Thursday 2 July 2026 7pm

Signed…………………………………… Date: