



Harlyn Primary School

Governing Board

Minutes of the meeting held at the school on Thursday 26 February 2026

Mrs S de Jongh (Chair)
Mrs A Ajibola
Mr D Fox
Mr S Jones
Mr M Matonti
Mr C Meghji
Mrs S Mistry
Dr M Simons

Clerk and Minutes Secretary - Mrs J Schrodel

01-26 Declarations of interest - none recorded.

02-26 Apologies for absence were accepted from Mr M Perkins, Mr G Smith, Ms A Walton,

03-26 Minutes of the last Meeting dated 2 October 2025 were signed as a true and accurate record.

04-26 Confidential Part II minute dated 2 October 2025 was signed as a true and accurate record.

05-26 Matters Arising – none.

06-26 Governing Board update

Adrian Richardson resigned and ended his term as Co-Opted Governor on 19 December 2025.

Governors were asked to approach any possible volunteers they know for this role, particularly those with financial expertise.

ACTION GOVERNORS

07-26 School Improvement Plan Half Yearly Review

Mr Jones said this document is an update on subject plans and will be of interest to Link Governors. In response to a Governor, a Training Day was held before February half-term, to which Governors were invited, when questionnaires were considered, using the Ofsted framework for each area; this forms the basis of the new School Improvement Plan, to be written by Mr Jones and Mrs Mistry.

08-26 Ratification/approval of Health & Safety Management System

Mr Jones explained that Hillingdon want unification of health and safety at schools across the Borough and all Head Teachers attended a training day on the new health and safety management system. The Governing Board is required, as employers of the school, to ratify this Policy, which has been personalised to each individual school. Mr Matonti applauded this standardisation of health and safety across all Hillingdon schools, and it was noted that the school's new Health & Safety Advisor, Sarah Wood (EFM Ltd) has seen the document and that the Site Manager is happy with this new arrangement. A Governor noted that Page 10 of the document states that the school has a year to action all specifications therein. It was suggested that the next full Governing Board meeting would consider this and it would be included on the Agenda.

ACTION CLERK

There being no further questions, Governors ratified/approved the new Health and Safety Management System which was signed by the Chair on the two pages requested.

09-26 Link Governor Reports

MFL – European Languages Day – Mr Meghji attended this assembly when pupils shared the importance of celebrating the many world languages. Pupils were working hard, trying to pronounce words previously not known to them and one child with special needs was able to engage, sitting with a teacher. Actions were set for each class and Mr Meghji intended to follow up how this was taken forward. Thirty-eight languages are spoken across the school and a line of children, proudly speaking some words in their mother tongue, was an encouraging sight. Mr Fox noted that he has looked at languages as a career choice, with the notion of a language passport for each child's dream job being explored with Year 6 pupils, although other Years also were given follow-on tasks.

Early Years Foundation Stage – Governors received this report with interest and had no questions.

10-26 Head Teacher's Report

Simon Jones highlighted his written report. *Staff Development* – it had been a busy period of training for teachers and Teaching Assistants. In reply to a Governor, it was heard that staff development is provided in-house, away from school or at the Civic Centre.

Staffing – A Governor noted that some staff members are opting to reduce their contracted working days or hours as part of the school's financial recovery plan. Mr Jones reported that two teachers have made this choice, the remainder being support staff. This will help to avoid redundancies, as this will have a cost implication for the school. The Budget Recovery Plan was submitted to the Local Authority at the end of the Autumn Term, demonstrating a reduction in the deficit, although no feedback has been received to date.

Curriculum – Parents' Evenings in October were attended by the Chair and one Governor, when parents' positive feedback on the school was received by the Governors present with interest and encouragement.

11-26 Committee Updates and Plans

Curriculum – The committee met on 4 December, when the Computing Policy was agreed, with some changes. Pupil Assessment data was also considered. It had been noticeable that Year Group 1 has twenty-five of forty-six children with special needs and this was reflected in the data. There are twenty-nine girls and seventeen boys in this cohort and there was information on the difference between the attainment of girls and boys. SATs results were available and very close to the national average. Mr Fox to check the Computing Policy and the changes agreed. **ACTION MR FOX**

Finance – Mr Jones reported in the absence of the Finance Chair, that the next committee meeting will reveal the end of year balance. Costing for the roof repair has not been finalised, and although the Capitol Team received this in October, nothing has been heard. It was confirmed that elections will not be held at the school.

Personnel – All staff appraisals were completed in October/November, including the Head Teacher's appraisal.

Premises – Most issues are being dealt with by the Site Manager, with anything of less than top priority being put on hold. Clancy will be replacing roofs on external sheds, free of charge, as a community gesture. The roof repair has remained free of leaks. In response to a Governor, it was the newest part of the hall roof which required replacement and there is a thirty-year guarantee. Mr Matonti suggested perusing the Warranty document in case of a clause stating that regular inspection or similar, is required, or the guarantee would be nullified. **ACTION MR JONES**

12-26 Inclusion Report – Received by Governors with interest and no further questions. The Chair mentioned the release of the Schools White Paper on Special Educational Needs and this provoked some discussion. The Clerk drew Governors' attention to a Webinar on this subject, by the NGA, which would be informative, details having been emailed earlier.

13-26 Updates

School journey – Mrs Mistry reported that fifty-two children will participate in school journey this year, and of the six who have opted out, two have given their reasons for their decision. Ten families have paid the £395 per child and the remainder have paid in instalments. The children now know

which week they will be away. Of the adults accompanying the journey, there will be five teachers and two Teaching Assistants, with a First Aider in attendance each week. An information evening is planned in April and the menu will be finalised in the coming weeks, encompassing specific dietary needs. Discussion was given to children with allergies and how this is handled. Year 4 have had a sleepover at the school.

Breakfast/After School Club – Mr Matonti could report no significant change in the Breakfast Club and spoke of staffing stability with the After School Club; even though Mr Amir is not a senior officer. Fewer children are attending these clubs, possibly because parents work from home and there are less children on the school roll. Mr Matonti said the rules on cancellation at the After-School Club have changed and twenty-eight days' notice is now required. If this is not adhered to, money is not refunded. He would peruse the Junior Adventures After-School Club website for clarification. Both Clubs are now compulsory at schools and if a Club exceeds one hour's duration, it must be inspected separately by Ofsted.

Governor Training – Mrs Ajibola confirmed that she attended Safeguarding Training on Wednesday 15 October 2025. She intended to access Prevent training on-line and Dr Simons was also required to update his Prevent training. The Clerk would send details of this training. **ACTION CLERK**
Mr Jones said Safeguarding and Prevent training will be held in September 2026 at school.

Parking outside the school - this continues to be an issue outside schools. It was heard that Brent schools strictly enforce this with many locations using School Street Zones to restrict vehicle access during pick-up and drop-off times, when cars are seen by camera and fined. Mr Matonti determined to email Jonathan Bianco, as a parent, to highlight this concern and suggested that other members of the Governing Board do the same. Parents are liable to a £100 fine and three points on their licence by flouting the regulations.

ACTION GOVERNORS

Antisocial behaviour after school – The Chair spoke about local Secondary schools arranging fights after school via social media. Mr Fox said that children in Year 6 are told to avoid any silly behaviour, after hearing such rumours. Mr Jones said the Police have said they will provide a presence this week, as they are aware of the issue on social media.

14-26 Correspondence – none.

15-26 Any Other Business

Date of next full Governing Board Meeting – Thursday 14 May 2026 7pm

There being no other business, the meeting closed at 8.05 pm



Signed.....

Date: 13 May 2026