



Harlyn Primary School

Governing Board

Minutes of the meeting held at the school on Thursday 2 October 2025

Mrs S de Jongh (Chair)

Mrs A Ajibola

Mr D Fox

Mr S Jones

Mr M Matonti

Mr C Meghji

Mrs S Mistry

Mr M Perkins.

Mr A Richardson

Ms A Walton

Clerk and Minutes Secretary - Mrs J Schrodell

50-25 Declarations of interest - none recorded. Annual signed and dated forms were received for the records.

51-25 Apologies for absence – Mr G Smith, Dr M Simons

52-25 Minutes of the last Meeting dated 3 July 2025 were signed as a true and accurate record.

53-25 Matters Arising

46-25 Governor training – Both new Governors have now enrolled on Part 2 of new Governor training.

40-25 Email addresses – Mrs de Jongh handed over to David Fox, who explained that the decision has been taken that all Governors must have a school email address, as that is more secure than personal emails. Some Governors have expressed that they do not wish to have a Harlyn email address, so to avoid sending documents from their personal email, a portal on Harlyn's website has been set up entitled Governor Uploads, within the Governors section. Mr Fox demonstrated how this works and highlighted the document showing the method for uploading documents. He provided all Governors present with a Harlyn email address. The Clerk said all documents uploaded to the website will now be in pdf format, which is a further security measure as they do not automatically load to individual personal computers, although they can be read and/or printed. Governors should email the Clerk letting her know when they have uploaded a document to the portal, and she will move it to the correct section.

54-25 SATs Analysis - Early Years

Mrs Blakeley-Cox highlighted her written report. Forty-seven children were in the 2024-25 Reception cohort, ten with SEND or on the watch list, twenty-three with EAL and seven on Pupil Premium. It was thus unsurprising that the attainment of a good level of development was slightly lower this year. Work consisted of getting the children ready to learn when they join Year 1 and play and turn taking etc, had to be modelled but this was achieved by the end of Reception. As there was reluctance to try reading books, Toni boxes were purchased which read stories with characters familiar to children, which helped them become interested in books. A visit to Bekonscot Village was arranged, to help the children compare the past to the present day. Improvements were seen and it is hoped that the children will be ready for Year 1.

In response to a Governor, Maths and Literacy were disappointing and lots of encouragement was required to help with numbers and letters. Children who come from outside school are an unknown

quantity and there were several. Mrs Tosdevin, SENCO, reported that children go into language link groups and there are many small group activities like basic number, attention and listening etc to help the children engage. Phonics has started in the Nursery and help is given with transition from Reception to Year 1. EAL was also a factor for children with very little English, where vocabulary had to be taught before they could learn. A Governor commented noting that in future, a baseline percentage would be helpful rather than a comparison with the Local Authority figures.

55-25 Year 1 Phonics

Mrs Petley highlighted her written report. Of eleven children who failed the Phonic test, four had joined just before the SATs and the good results were attained due to effective teaching and Teaching Assistants. Hard work with the child, parents and teachers all paid off. A Governor asked whether, if a child joins the school a week prior to the test, they must take it. It was heard that a soft approach is taken and the child does not know they are doing a test. Discussion was given to omitting that child in the data. It was confirmed that all schools are obliged to provide this data, including the results of such a child. It was reiterated that the children do not know they are being tested but feels more like reading to a Teaching Assistant or teacher.

Discussion turned to ways to encourage parents to enrol their child at Harlyn. Mr Jones said he personally gives individual tours of the school to prospective parents and emphasises that all schools in the area are good, but some focus more on academia, whereas Harlyn gives equal credence to all aspects of school. Word of mouth is powerful in the choice of a school. Discussion then led to signage, as Harlyn is hidden away, and ways the school is advertised in the area. A Governor pointed out that some parents will choose a school according to the data or some prefer to consider the ethos of the school and this cannot be changed.

56-25 KS2

Mrs Mistry highlighted her report. Attainment in reading, maths and GPS (grammar, punctuation and spelling) was above the national average and either similar or above the Local Authority. Of the Year 6 cohort, six were subject to an EHCP and of those, five completed assessments and one had left the school. Mrs Mistry outlined plans to achieve better results, including soft start morning tasks, interventions including Word Shark and Rapid Read, weekly comprehension sessions. Baseline assessments will be undertaken at the beginning of the Autumn term and tracking of pupil progress with further assessments. A SATs revision programme and booster sessions will take place in the Spring term and lower attaining children will be heard reading during the week.

57-25 Annual Appointments

Mrs Jill Schrodell was reappointed as Clerk and Minutes Secretary.

58-25 Governing Board updates and ratifications

The Governing Board ratified the following decision:

Mrs Ajibola has agreed to extend her term as Co-Opted Governor for a further four years, to end on 10 October 2029.

59-25 Ratification of draft Policies

Attendance and Safeguarding Policies updated in September 2025 were approved by the full Governing Board. Mr Jones said that the Borough has commissioned ISS for the very comprehensive Safeguarding Policy. *Updated versions have been posted on the Harlyn website, having been signed by the Chair with the date of this meeting.*

ACTION - CLERK

60-25 Adoption of Code of Conduct 2025-26

It was agreed to adopt the 2025 Code of Conduct, to be reviewed annually upon significant changes to the law and policy, or as needed, and endorsed by the full Governing Body. A copy signed by the Chair is to be uploaded to the Harlyn Website Governors' area.

ACTION – CLERK

61-25 Annual review of Committee structure and membership 2025-26

The following Committee Members were appointed:

<u>Curriculum</u>	<u>Finance</u>	<u>Personnel</u>	<u>Premises/Health & Safety</u>
Mike Simons	<u>Adrian Richardson</u>	<u>Sally de Jongh</u>	<u>Michele Matonti</u>
Abi Walton	Simon Jones	Mike Simons	Sally de Jongh
David Fox	Murray Perkins	Simon Jones	Mike Simons
Murray Perkins	Sally de Jongh	Adrian Richardson	Simon Jones
Shruti Mistry			Duncan Andrews
		<u>Pay Review</u>	Doug Vigar
		as above	<i>Co-opted</i>
			Cecile Khan

62-25 The following were agreed as convenors for panels when necessary:

<u>Pupil Discipline</u>	<u>Head Teacher/Deputy HT Selection</u>	<u>Staff Issues</u>	<u>School Complaints</u>
Mike Simons	Sally de Jongh	Mike Simons	Mike Simons

63-25 Governor Roles 2024-25

The list of Governors' roles was discussed. The final list to be posted on the Harlyn website and Governors informed.

ACTION – CLERK

64-25 Link Governor reports

Pupil Premium

Abi Walton highlighted her report which was received with interest. Mr Jones assured Governors that he makes a point of promoting Pupil Premium with all new parents and encourages them to apply for this benefit.

65-25 Head Teacher's Report

Simon Jones highlighted his written report. *Pupil numbers* – there are twenty-eight children in Reception and not thirty-one as reported, one having moved out of the area and two gone to Pinner Wood school. All local schools are similarly affected, which is attributed to a drop in the birth rate. *Staff Development* – Congratulations were extended to David Fox who has successfully completed his National Professional Qualification in Leading Teaching. *Other* – in response to a Governor, Mr Jones would confirm the amount raised by the FRA, thought to be around £3,000, which will probably be spent on IT equipment.

ACTION MR JONES

It was heard that **Open Evenings** will take place on **14 and 15 October 2025 from 3.30 – 8pm and 3.30 – 6pm respectively**. The Chair asked Governors to provide a presence at these events, to talk to parents, although not expected to stay for the whole time. A reminder of the need to wear a lanyard from Reception to signify status as a Governor.

66-25 Committee Updates and Plans

Curriculum – nothing to report

Finance – Finance Committee will meet the week following this meeting. See Confidential minute 66-25.

Personnel – Nothing further to report.

Premises – Hall roof repair/replacement. Mr Matonti reported that replacement work to the hall roof is now complete. It is not known who will pay as the work went ahead without this decision and although the school were informed at a meeting with Estates that the works would commence, there was no delegate from Finance in attendance. Mr Jones reminded Governors that the roof was patched last year, at a cost of £6,000 to the school, to be followed by the decision to have it replaced. The school are liable to pay £39,000, 65% of the replacement cost, and Hillingdon would loan the school this money. Mr Jones is in correspondence with Abi Preston on this subject. In response to a Governor, this work is not covered by insurance as it is considered 'wear and tear.'

67-25 Inclusion Report – Received by Governors with interest and no further questions. Mrs Tosdevin said she always invites questions from Governors before the meeting, which she is happy to answer in advance.

68-25 SEN/Able and Talented Monitoring Report

Mrs Tosdevin reported that Inclusion/Able and Talented was monitored by the Senior Leadership Team with the headings of Teaching and Learning and Recording. Pupil Voice was also conducted to ensure that the children are being challenged. The staff are all very enthusiastic in their teaching children with SEN or those deemed Able and Talented. School Council will help children to take a lead and let them conduct some coaching. An open-door policy means that parents feel very supported by the SEND Department and efforts are made to reply to them as soon as possible. Teaching Assistants are also always available to welcome parents. A brief survey was conducted in the summer term with fifteen parents. This revealed that it is not always simple to access the Local Offer and in the short term a physical parent information folder has been set up to help support parents, because SEND is so fast changing.

A visit from the Borough SEN Support Team took place in May and one of the children showed them around the school. Their resultant report has been useful and the Primary SEN Manager will visit the week following this meeting. Feedback has been positive. It was recognised that differences are celebrated at school and this returns to people knowing about Harlyn, often through word of mouth.

A Governor spoke about the difficulty of diagnosing autism in girls, who are often adept at masking. Mrs Tosdevin said that at Harlyn girls are sometimes diagnosed at an early age, although boys often get diagnosed more quickly. However, children are always supported with strategies, until diagnosis.

69-25 English Monitoring report

Mrs Petley said that the recent Ofsted Inspectors asked about early reading and this monitoring is based on their questions. Twinkl Phonics is used but with some changes reflecting Harlyn's teaching style. Some measures to teach reading for pleasure include children being encouraged to bring books from home and Reading Buddies with Year 5 children, as well as Book Bingo. Children also are allowed to choose three books each from the library and encouraged to use the reading corner in the classroom. An INSET day on English was held. Considering Phonics intervention, children work with a Teaching Assistant and timetables are regularly changed to give all a chance of support.

Next steps include following the visit of the Early English Advisor (who favoured the Harlyn Phonics programme) on segmenting in writing using phonics. The school library is very well stocked with enough for each child to take six books home. Focus will continue on handwriting in Years 1, 2 and 3.

70-25 Updates

School journey – St Georges House has been booked either side of the May half term holiday. The cost is £395 per child, with fifty-seven Year 6 children expected to attend. Updated information and permission slips were sent to parents last week, which were well received. In response to a Governor, it was heard that a child has never been refused to join the journey for financial reasons.

Breakfast/After School Club – Mr Matonti said he would make a Link Governor visit to the Breakfast Club soon but had nothing untoward to report. There are a couple of vacancies. The After School Club seems to be well run with Mr Amir in charge.

Governor Training – The Clerk highlighted that Safeguarding Training is available from Hillingdon, free of charge, on Wednesday 15 October 2025 at 6pm. She would send this information again by email. Prevent training is also offered by the LEA on several dates, for those who need to update their training.

ACTION - CLERK

71-25 Correspondence – none.

72-25 Any Other Business

Confidentiality – Mrs de Jongh emphasised that while Minutes of the meeting are available to parents on request from the Clerk, all confidential matters must be contained in a Part B minute which is not published to the Local Authority.

Adrian Richardson – Mr Richardson said he has been invited to join the Governing Board at his place of employment and, owing to diary clashes, will now plan to finish as a Harlyn Co-Opted Governor when a replacement has been found.

Date of next full Governing Board Meeting – Thursday 26 February 2026 7pm

There being no other business, the meeting closed at 9.10 pm

Signed



Date: 26 February 2026