



# Gildredge House

## Full Governing Board - Meeting Minutes

**Meeting Date:** Thursday 11<sup>th</sup> December 2025  
**Meeting Venue:** Room TG5 at Gildredge House School  
**Meeting Time:** 5:15pm

**Governors:** Richard Thornhill, *(RT)*, Chair  
Julian Mace, *(JM)*, Vice Chair  
Len Callnon, *(LC)*  
Eddie Erasmus, *(EE)*  
Lucy Haggis, *(LH)*  
Gabrielle Mace, *(GM)*  
Lea Owen, *(LO)*  
Katharine Paradas, *(KT)*  
Jonathan Searle, *(JSe)*  
Joyce Swann, *(JSw)*  
Martyn Ashley Taylor, *(MT)*

**Ex officio:** Craig Bull, *(CBu)*, Executive Head Teacher

**Also in attendance:** Vickie Jenkins, *(HOS)*, Head of Secondary  
Helen Punter-Bruce, *(HOP)*, Head of Primary

**Clerk to Governors:** Rif Aslam *(RA)*

**Apologies:** G Nesbit *(DOF)*

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## Full Governing Board – Minutes 11<sup>th</sup> December 2025

Item	Discussion	Action
1.	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>Chair welcomed Governors &amp; SLT to meeting. Chair welcomed JSe who joined online.</li> <li>Chair noted absence of NUI. EHT explained absence of DOF.</li> </ul>	
2.	<p><b>Declarations of Interests</b> There were no declarations of interest made.</p>	
3.	<p><b>Student Leadership Team</b></p> <ul style="list-style-type: none"> <li>Assistant Head Personal Development (AH-PD) welcomed Senior and Primary students to the FGB. He advised that the students consisted of House and Student Leaders and were voted in by their peers 2 months ago. They have their priorities in place aligning with the SDP. Students from each phase then introduced themselves and spoke of their areas of focus. These included: <ul style="list-style-type: none"> <li>Environment, Community, Sport, Celebrations, Rewards. Aim is to improve learning in lessons, create group activities to raise profile of integrity &amp; empathy. Undertake Student Voice (key issue already raised is toilet maintenance), explore passions outside of curriculum and House competitions to promote belonging (recent Spelling Bee was a highlight).</li> </ul> </li> </ul> <p><b>Chair thanked</b> all the students and assured them that their views do influence the decisions made by governors and EHT.</p> <p><b>Chair congratulated</b> students on their elections and eloquent speeches.</p> <p><b>VC echoed praise</b> and added it was nice to see Primary students here for the first time.</p> <p><b>Governor asked</b> how easy it was to gather information for Student Voice. AH-PD advised that each Student Leader went to their Tutor Group with a list of questions to ask their peers. After this a selection of ideas were picked.</p> <p><b>VC extended his thanks</b> to AH-PD for all he does. EHT echoed thanks and asked Primary what it was like to work with their counterpart in Secondary. Primary students advised that it was good to have someone to look up to and get to know what it was like to be in Secondary.</p> <p><b>Governors all expressed</b> their appreciation of student leaders.</p> <p>AH-PD and students left meeting.</p>	
4.	<p><b>Minutes of previous Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>Governors agreed the Minutes as an accurate record of 25<sup>th</sup> September 2025 FGB. Chair to sign a copy.</li> <li>Governors agreed the Minutes as an accurate record of 9<sup>th</sup> October 2025 Education Committee Meeting. Chair to sign a copy.</li> <li>Governors agreed the Minutes as an accurate record of 13<sup>th</sup> November 2025 Enterprise Committee Meeting. Chair to sign a copy.</li> </ul>	
5.	<p><b>Action Summary Report</b> EHT advised that there were no updates since September.</p>	
6.	<p><b>Items not already on the agenda</b> Chair confirmed there were none.</p>	
7.	<p><b>Chair's Correspondence</b> Chair advised that there have been no substantial changes since his last update.</p>	

8.

### **Executive Head Teacher's Report**

- SDP Term 1 RAG update – EHT explained that the SDP has been RAG rated and he was pleased with progress.
  - Primary - HOP highlighted focus on adaptive teaching, supporting teachers where needed, and student leadership in Primary.

**Governor queried** the impact a lack of SENCO in Primary was having. HOP advised that post will be filled in January. EHT praised HOP and Team for covering role in the meantime and making the progress thus achieved.

**Governor asked** if any of the targets can be moved into next year. HOP advised that once SENCO arrives there may be some movement.

- Secondary – HOS highlighted completed action plans by Faculty Leaders and focus on quality first teaching in classrooms. Using accurate Key Stage 3 data to inform Teaching & learning. Behaviour is monitored and we have high expectations. We are working through the lens of PP students. House system is engendering a sense of belonging. 5 one hour lessons have a positive impact on staff wellbeing.

**Governor questioned** whether there was the right support and guidance with management development. HOS advised yes. EHT commended HOS and SLT for carrying out additional duties to cover shortfalls.

**Governor noted** that Deputy Head of Faculty could be a role most at risk of not knowing what they should be doing. HOS advised that she is line managing 2 Heads of Faculty and DH-QE managing 3. They are working well collaboratively and where needed given support.

**Governor praised** strong message being conveyed by HOS teaching Year 7's.

- Secondary EA Visit Report – HOS advised that the report validated what we already know and that conditions are in place for staff to achieve what's needed. Last year was about change and this year is about embedding.

**Governor inquired** what the duration of interventions was. HOS advised 6 weeks.

**Chair queried** how consistency in Teaching & Learning is being achieved. HOS advised number of staff being supported to ensure consistency. Staff accept feedback and work on improving.

- Executive Summaries – EHT advised that papers refer to Term 1 and invited Heads of School to add comments.
  - Attendance and Persistent Absentees – HOS advised ESCC are providing a member of staff to support 10 children. HOP highlighted Year 1's good attendance. EHT added that we are in top 20% for attendance nationally. DfE have set AI based attendance targets for all schools.
  - Behaviour and Culture – HOP advised that 3 students in Year 5 have been moved and this has settled some of the behaviour. Relationship building and consistency in our boundaries, regular contact and meetings with families are all key to promoting positive behaviour. HOS advised that suspensions have been for boys and physical fights. This is being addressed through Personal Development opportunities. HOS highlighted that lesson transfers have reduced drastically.

**VC remarked** that student behaviour during the recent trip to Germany was impressive. EHT added that there are clear ready to learn routines now in place. We are tracking behaviour and noticing patterns.

**Chair asked** for clarification on how to read the data. HOS explained that a new system for tracking behaviour is in place and wishes to work on what is causing transfers to Reset Room.

**Governor observed** that data looks amazing and noted that PP students have less incidents than non PP students.

**Governor recognised** Christmas as a period of spike in behaviour issues and asked if there is evidence that it correlates to students with difficult home lives. HOS highlighted a student who was made homeless. Tutor time has been spent on explaining that Christmas is not necessarily a good time for everyone. Assemblies have taken place to promote understanding and empathy.

	<ul style="list-style-type: none"> <li>○ Whole School Literacy – EHT explained that this is a new addition in this section and invited questions. <b>Chair confirmed</b> that the paper was self-explanatory.</li> <li>○ Quality of Education – EHT referred to paper and advised that every teacher has been observed, and we know who needs support and that is in place. There is a scaffolding of pedagogy in place. HOP added that Teaching &amp; Learning Practitioners with their mentoring are reaping benefits. HOS added that Faculty Leaders are having difficult conversations and getting the staff on board. That is a credit to them. <b>Chair thanked</b> SLT for papers.</li> </ul>	
9.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>● Executive Summary <ul style="list-style-type: none"> <li>○ Safeguarding - EHT referred to paper and praised KMa for her excellent work covering DSL’s maternity leave. He invited questions. <b>Governor asked</b> if we were seeing an increase in self-harm and eating disorders. HOS confirmed yes particularly around sensory issues relating to food.</li> </ul> </li> </ul>	
10.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>● Company Report &amp; Accounts – significant spend is depreciation and the rest was that approved by governors. General discussion took place around the current reserve and the possibility of reducing it. <b>Chair invited</b> the Safeguarding Lead Governor to share her concerns with Board. <b>Safeguarding Lead Governor highlighted</b> amazing things done currently by school for our children. A lot more pastoral support is provided here than in other schools with a fantastic safeguarding team. She pointed out that an EHCP takes 24 months and CAMHs has a 2-3 year wait. 374 children have been identified as needing support. EHT thanked Safeguarding Lead Governor for being an advocate for our children. He explained our current spending on Place2Be, the time this buys and how many children can be seen. He advised that he has met KMa and Place2Be to understand the issues and the number of children involved. We have 21 self-harming and 2 suicide attempts since September. All are related to family and societal issues and not school. We have Place2Be, Me &amp; My Mind and are working with South Downs Health Care Trust to make available to us an emergency GP appointment every day for children in crisis. We have trained all of our Pastoral Staff to be Mental Health First Aiders. <b>Governor commented</b> that it was money well spent to prevent issues. <b>Governor advised</b> that DfE is carrying out consultations on a White Paper and this concern is being raised by Heads. <b>VC acknowledged</b> concerns expressed and affirmed that we need to consider is the school doing everything they can. <b>Chair thanked</b> Safeguarding Lead Governor. It is a good example of Monitoring Visits identifying and raising issues. <b>Chair noted</b> that Lead Practitioner role is coming to the end of its funding and the request for more funding to extend the role. EHT gave the cost. <b>Governors questioned</b> impact of role. HOS explained positive impact and hours currently relating to role. <b>Governors approved accounts</b> <b>Governors approved funding for Lead Practitioner role.</b></li> <li>● Audit Update – EHT advised that audit ran smoothly with a clean bill of health. They were supportive of tweaks made by DOF.</li> <li>● Admissions Update – Chair of Admissions thanked LH for joining Committee. She went on to talk about impact of low birth rate and the admission figures for previous years. She advised of the proposed changes to the Admissions Policy after consultation.</li> </ul>	

	<p>EHT.HOS &amp; HOP left meeting at 19:57 before the next agenda item.</p> <ul style="list-style-type: none"> <li>• Pay Committee – Chair advised that the Pay Committee met. VC confirmed it was a well evidenced process.</li> <li>• EHT Performance Review – Chair explained that we have a new independent advisor on this panel. EHT has met his previous targets, and new ones have been set.</li> </ul> <p><u>Governors approved pay proposals</u></p> <p>EHT, HOS &amp; HOP returned to meeting at 20:10</p>	
11.	<p><b>Policies</b></p> <p><u>Governors approved the following policies</u></p> <ul style="list-style-type: none"> <li>• Admissions Consultation Outcomes Report</li> <li>• Govs Written Statement of Behaviour Principles</li> <li>• GH SEN Information Report</li> <li>• GH SEND Policy</li> </ul>	
12.	<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Monitoring Visit SDP4 SEND Secondary – Governor referred to paper. He noted and was impressed by the embedding of the universal teaching model.</li> </ul>	
13.	<p><b>Any other urgent business</b></p> <p>There was none.</p>	
14.	<p><b>Confirmation of future Governor Meeting Dates for 2025/2026</b></p> <p><b>FULL GOVERNING BOARD:</b> 26<sup>th</sup> March 2026 2<sup>nd</sup> July 2026</p> <p><b>EDUCATION COMMITTEE:</b> 22<sup>nd</sup> January 2026 14<sup>th</sup> May 2026</p> <p><b>ENTERPRISE COMMITTEE:</b> 12<sup>th</sup> February 2026 11<sup>th</sup> June 2026</p>	
	<p><b>Meeting Closed</b></p> <p>Chair thanked governors &amp; SLT and closed the meeting at 20:15 hrs.</p>	