



ORCHARD LEARNING ALLIANCE

Highwood Primary School

Local Governing Body Meeting [1/6]

Part I Minutes – 23rd September 2025

Local Governing Body	Chair	Wendy Sararoche	Vice-Chair	Kay Bridges
	Governors	Matt Hickey, Lois Beaver, Mike Dangerfield, Alison Penny,		

BOARD:	Highwood Primary School Local Governing Body		
TRUST:	Orchard Learning Alliance		
DATE:	25 th September 2025		
TIME:	5:15pm – 7:15pm		
VENUE:	Online		
PRESENT:	Wendy Sabaroche Matt Hickey Kay Bridges Lois Beaver Mike Dangerfield	Chair Head Teacher Vice Chair Co-opted Governor Parent Governor	
ATTENDING:	Roxanne Welsh – Deputy Head		
APOLOGIES:	Alison Penny		
ABSENT:	N/A		
CLERKING:	Jacqui Shepherd		
	Actions, red	Scrutiny/ Challenge, blue	Approved/ Agreed, green

1	<p>Apologies</p> <p><i>Meeting started at 17:12hrs.</i></p> <p>Apologies were accepted from AP</p>
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2	<p>Administrative Matters</p>
2.1	<p>Confirmation of Quorum</p> <p>The meeting was confirmed as quorate.</p>
2.2	<p>Declarations of Interest</p> <p>No new pecuniary or personal interests were advised for any agenda item for this meeting.</p>

3	<p>Election of Chair and Vice Chair</p> <p>Following an election process, Wendy Sabaroche was elected as Chair and Kay Bridges was elected as Vice Chair of Highwood Primary School LGB.</p>
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4	<p>Welcome</p> <p>WS welcomed everyone to the first LGB meeting of the academic year</p>
5	<p>Governance</p> <ol style="list-style-type: none"> <p>1. Election of Parent Governors</p> <p>There had been some interest from parents to join the LGB. An election would take place before half term to recruit an additional parent governor. Additional applicants would be assessed for suitability against gaps highlighted in the skills audit. Frances McMillian (FM) has produced templates for the procedure that WS would access.</p> <p>2. Election of Staff Governors</p> <p>There had not been any interest from staff to join the LGB. MS would approach staff to look for volunteers. FM to be approached to see if any other OLA staff would like to be considered.</p> <p>3. Allocation of Panel Members for Hearing</p> <p>MD and KB volunteered to participate in training to participate in panel hearings. WS would speak to AP to see if she would also like to be involved.</p> <p>Action 5a: JS to speak to FM about access to panel hearing training.</p> <p>4. Statutory Training</p> <p>Links to the required statutory training were added to the GVO meeting pack. This training needs to be completed by 31st October 2025.</p> <p>Orchard Learning Alliance Statutory Training 2025 - complete by end October 2025 GVO</p> <p>Action 5b: JS to ensure governors complete their training by the deadline</p> <p>5. Training Plan for 2025/26</p> <p>The training plan had been added to the meeting pack on GVO.</p> <p>Orchard Learning Alliance OLA Training Programme 2025/26 GVO</p> <p>Action 5c: Governors to check what is required for their individual roles</p> <p>6. Skills Audit 2025/26</p> <p>All Governors are to complete the skills audit task on GVO. The information will be used to fill skills gaps when recruiting to the LGB.</p> <p>Skills Matrix - updating my skills GVO - Help</p>



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6	Previous Minutes and Action Points	
	No action points were raised from the LGB meeting [6/6] held on 07/07/25.	
	3.1	Approval of Previous Meeting Minutes There was a majority approval of Part I and II minutes on GVO, therefore the minutes from the LGB meeting held on the 07/07/25 were approved.
3.2	Action Points Update There were no action points to update	

7	Matters Brought Forward at the Direction of the Chair	
	The following policies approved by the LGB: <ul style="list-style-type: none"> • Attendance • Calculation • Child Protection (OLA) • Extended Schools • First Aid • Healthy Eating • Positive Handling • Public Sector Equality Statement • Quality of Education and Assessment • Sports Premium • Support Staff Appraisal • Uniform 	

8	Vision, Ethos, Strategy	
	This was shared within the Head Teachers report meeting pack on GVO.	
	The persistent absences recorded in Year 6 were partly due to pupils taking time out to take entrance exams and the preparation needed before them. <i>17:32hrs Roxanne Welch joined the meeting</i>	



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9	<p>School Improvement</p> <p>MH discussed school improvement and the challenges faced regarding pupil numbers. HPS now have control of in year admissions and therefore now have an accurate waiting list.</p> <p><i>Continued in Part II minutes</i></p>
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10	<p>Head Teacher Appraisal</p> <p>A meeting to discuss this had been arranged for 9th October 2025.</p>
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11	<p>Standards Link Officer</p> <p>MD agreed to be the link governor for Standards</p> <p>Action 11a: JS to ask FM for the Terms of Reference for this role.</p> <p>Action 11b: JS to ask FM for dates of Link Governor meetings.</p>
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12	<p>Community Insight</p> <p>MH suggested that it would be beneficial to align the dates and content of stakeholder surveys with other schools within OLA. Meaningful data could then be analysed as all schools would be asking similar questions of their stakeholders</p> <p>Action 12a: WS to discuss OLA stakeholder survey schedule and alignment with other schools with FM.</p>
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13	<p>Safeguarding</p> <p>1. Adopt and Adapt Safeguarding Policy The adopted policy would be added to the school website.</p> <p>2. Link Governors – Safeguarding and H&S WS and LB agreed to be safeguarding link governors KB agreed to be the governor for H&S.</p>
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14	<p>SEND</p> <p>1. SEND Policy Lindsay Padbury was working on the SEND policy that would be ready by December. The accessibility plan would be added to the policy.</p> <p>2. SEND Link Governor LB agreed to be the link governor for SEND.</p> <p>3. SEND Data Analysis MH went through the data overview from the GVO agenda pack. Pupil names would be removed if data analysis is to become a regular agenda item. Action 14a: Governors to let MH know if they could suggest a better way of presenting the data.</p>
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15	<p>Budget</p> <p>Discussed under Part II</p>
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16	<p>Part A: Highlights for Trust Board Consideration</p> <ul style="list-style-type: none"> • End of Year results: The results reflected the hard work from MH, the Highwood team, Pupils and their families. • The engagement and support from parents. <p>Part B: Challenges for Trust Board Consideration</p> <ul style="list-style-type: none"> • Finance
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17	<p>Identification of Confidential Items</p> <p>Discussed under Part II minutes.</p>
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18	<p>Date and Time of Next Meeting</p> <p>Local Governing Body meeting – 5.15pm – 7.00pm time, 18th November 2025, online.</p> <p><i>Meeting closed 18:47hrs.</i></p>
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Actions arising from the minutes of the Highwood Primary School LGB meeting held on 23rd September 2025

Item	Action	Actionee	Outcome
Action 5a:	JS to speak to FM about access to panel hearing training.	Clerk	
Action 5b:	JS to ensure governors complete their training by the deadline	Clerk	
Action 5c:	Governors to check what is required for their individual roles	Governors	
Action 11a:	JS to ask FM for the Terms of Reference for this role.	Clerk	
Action 11b:	JS to ask FM for dates of Link Governor meetings	Clerk	
Action 12a:	WS to discuss OLA stakeholder survey schedule and alignment with other schools with FM.	Chair	
Action 14a:	Governors to let MH know if they could suggest a better way of presenting the SEND data.	Governors	